eagle SOFTWARE

aeries Student Information System

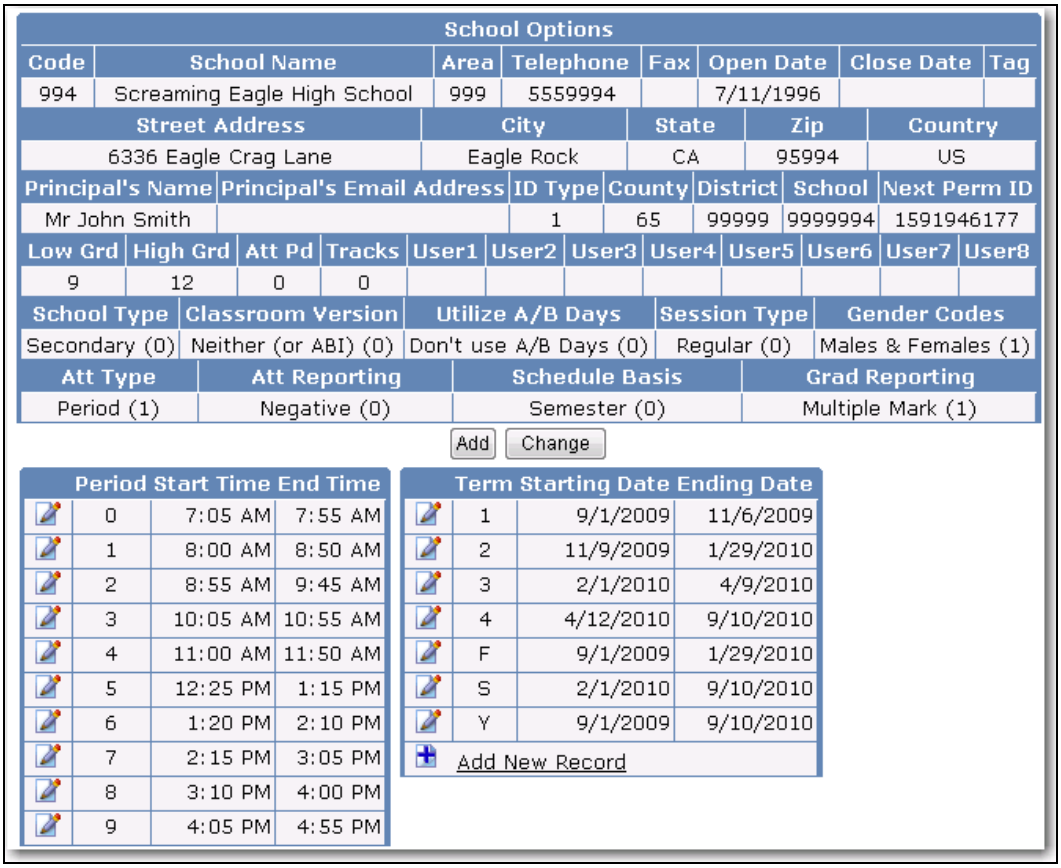
Aeries.net Student Information System
Period Attendance Setup & Procedures – User Manual
May 31, 2010

ATTENDANCE SETUP

At the beginning of the school year it is vital that **School Options**, **School Calendar** and the **Absence Code Table** are setup correctly. These options are usually setup by the District office but should be verified prior to performing **ANY** Attendance functions. If these options are setup incorrectly and you are not responsible for setting up these options contact the District office for assistance.

SCHOOL OPTIONS

In **School Options** select **Period Attendance** in the **Att. Type** field to setup attendance on a period basis.



School Options

Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag
994	Screaming Eagle High School	999	5559994		7/11/1996		

Street Address	City	State	Zip	Country
6336 Eagle Crag Lane	Eagle Rock	CA	95994	US

Principal's Name	Principal's Email Address	ID Type	County	District	School	Next Perm ID
Mr John Smith		1	65	99999	9999994	1591946177

Low Grd	High Grd	Att Pd	Tracks	User1	User2	User3	User4	User5	User6	User7	User8
9	12	0	0								

School Type	Classroom Version	Utilize A/B Days	Session Type	Gender Codes
Secondary (0)	Neither (or ABI) (0)	Don't use A/B Days (0)	Regular (0)	Males & Females (1)

Att Type	Att Reporting	Schedule Basis	Grad Reporting
Period (1)	Negative (0)	Semester (0)	Multiple Mark (1)

Add Change

Period	Start Time	End Time
0	7:05 AM	7:55 AM
1	8:00 AM	8:50 AM
2	8:55 AM	9:45 AM
3	10:05 AM	10:55 AM
4	11:00 AM	11:50 AM
5	12:25 PM	1:15 PM
6	1:20 PM	2:10 PM
7	2:15 PM	3:05 PM
8	3:10 PM	4:00 PM
9	4:05 PM	4:55 PM

Term	Starting Date	Ending Date
1	9/1/2009	11/6/2009
2	11/9/2009	1/29/2010
3	2/1/2010	4/9/2010
4	4/12/2010	9/10/2010
F	9/1/2009	1/29/2010
S	2/1/2010	9/10/2010
Y	9/1/2009	9/10/2010

Add New Record

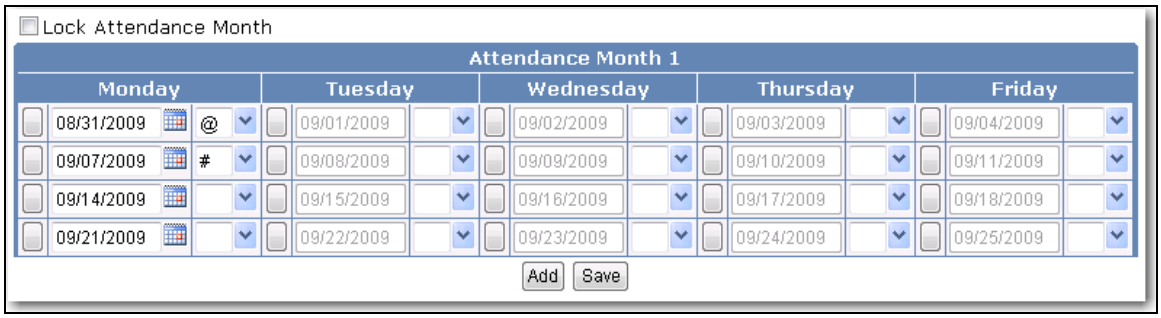
Select **Negative Attendance** in the **Att. Reporting** field to compute the correct attendance figures for monthly reporting. This area will be setup differently for a continuation or summer school.

Please be aware that Eagle Software's objective is to provide their users with documented procedures, such as the one that follows, in an attempt to expedite the steps necessary to accomplish certain tasks within *Aeries*™. However, Eagle Software recognizes that each school and district using *Aeries*™ has established their own unique guidelines and policies.

By using these procedures you assume full responsibility for the appropriate application, the results of their use, any impact upon your database and conforming to all guidelines and policies that have been established by your school or district.

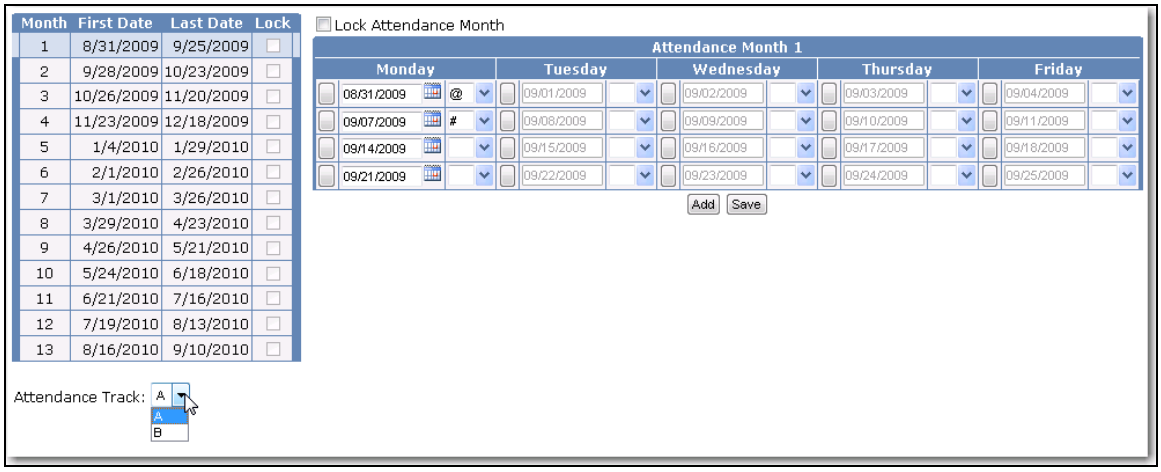
TRADITIONAL CALENDAR SETUP

From the **School Calendar form,** setup the first day of each school month. The other days will automatically be filled in with the appropriate dates. After all months have been created sign out of the calendar to save the attendance months. Return to the calendar and assign the correct symbol next to any dates that require special designation such as holidays, non-school days, etc.



MULTI-TRACK CALENDAR SETUP

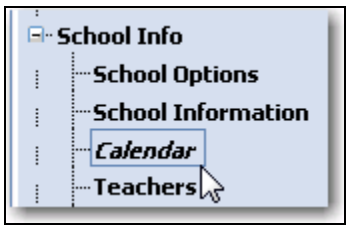
Prior to setting up the multi-track calendar, the number of tracks your school will have **MUST** be setup on the **School Option** form. After the attendance tracks are defined display the **School Calendar** form. Setup the calendar that displays a blank **Attendance Track** field with the common holidays and non-school days before and after the true school year.



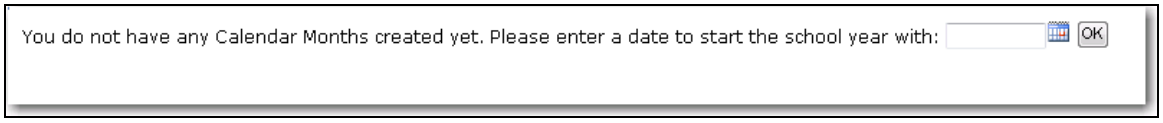
Setup each track with its unique track vacation, staff development, parent conference and minimum days.

CREATE NEW CALENDAR

From the **School Info** navigation tree click the mouse on the **Calendar** node.

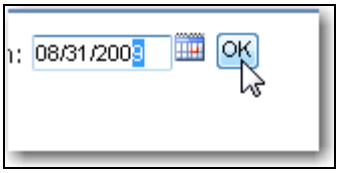


The form will display with no Calendar.



To select a month click the mouse on the **Date Picker**. Select the beginning date for the first month.

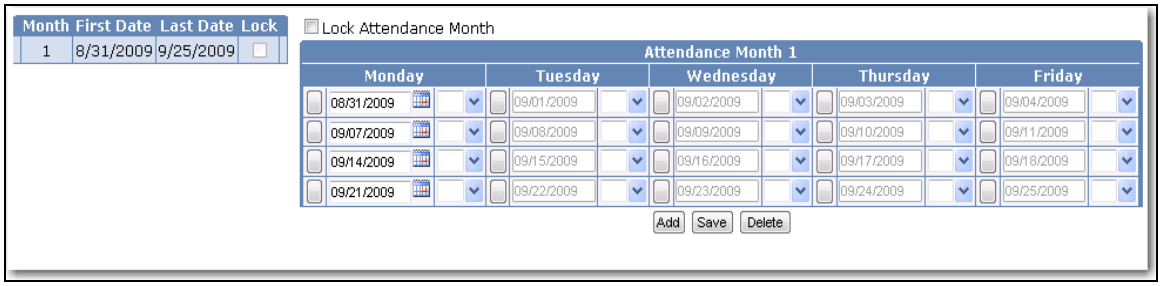
The beginning date for the first month will display. Click the mouse on the **OK** button.



NOTE:

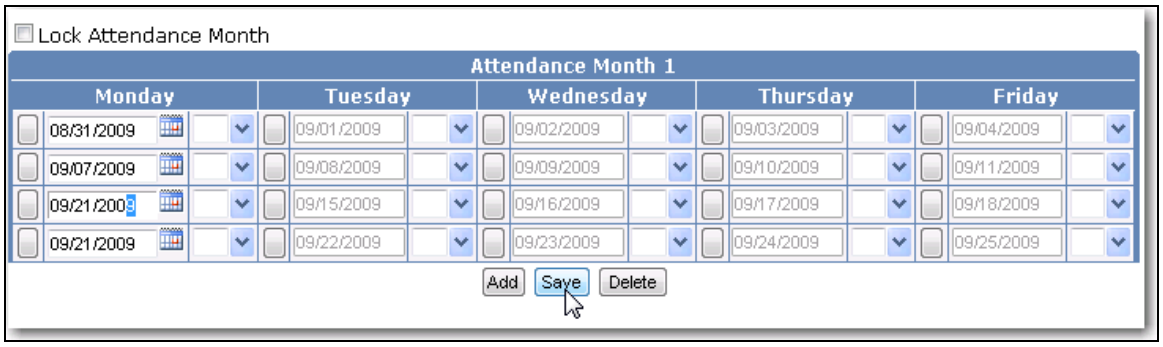
Check with the District Office prior to creating the calendar. Request a final draft of the District School Calendar to verify dates and holidays.

The first month will be creating according to the date selected and will display.

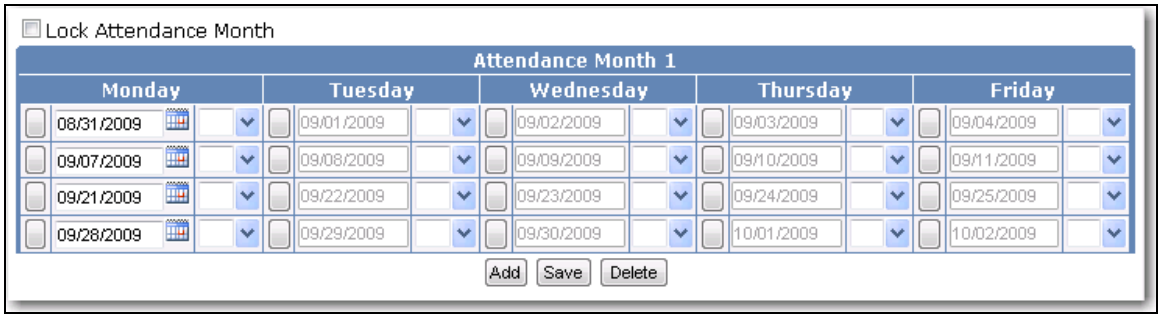


ELIMINATE A WEEK FROM CALENDAR

If a week needs to be eliminated from the calendar it **must** be done while creating the month. Click the mouse on the **date** to be changed and type the new date. For example, the week of **09/14/2009** needs to be eliminated so **09/21/2009** is entered over the **09/14/2009** date.

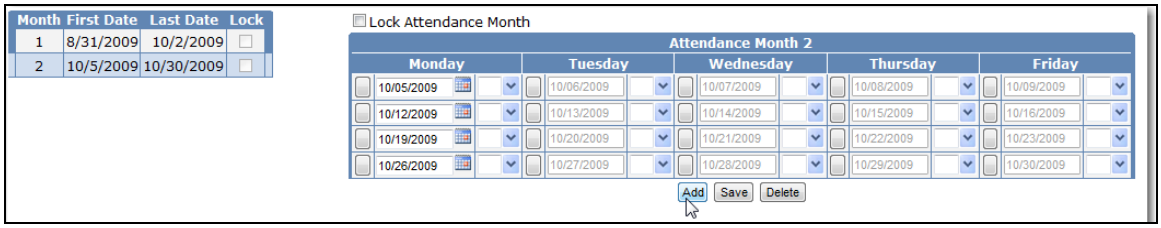


Press **Enter** and the week will be eliminated. All **upcoming dates** will be changed according to the new date entered.



ADD AN ATTENDANCE MONTH

Once the first attendance month has been created, the remaining calendar must be created. Click the mouse on the **Add** button. The program will default to the preceding month to determine the first Monday of the new month. The new month will display in the listing.



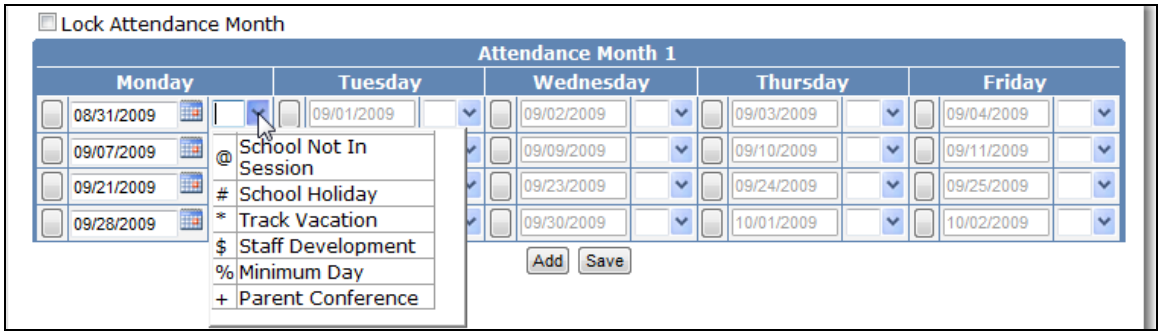
NOTE:

Do not flag holidays until after the whole calendar has been created.

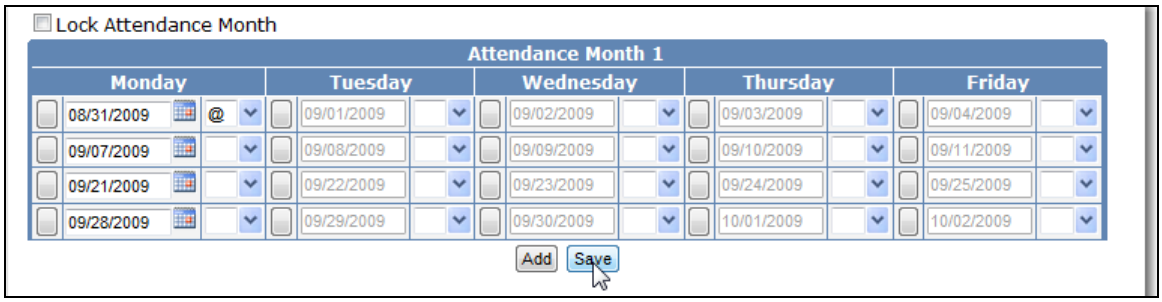
FLAG HOLIDAYS AND NON STUDENT DAYS

After all months have been added to the calendar for the school year the holiday flags can be entered.

Click the mouse on the **Holiday** code drop down to the right of the date selected. Click the mouse on the **Code** selected.



The code will now display to the right of the date selected. Click the mouse on the **Save** button.



VERIFY THE CALENDAR

After the calendar is complete it is suggested that a copy be created and compared to the District calendar. Verify that the calendar is correct prior to proceeding with your school startup.

ABSENCE CODE TABLE

Setting up the **Absence Codes** will occur at the beginning of each school year and must only be performed by the person responsible for updating these codes**. Contact your District Office to locate the person responsible.**

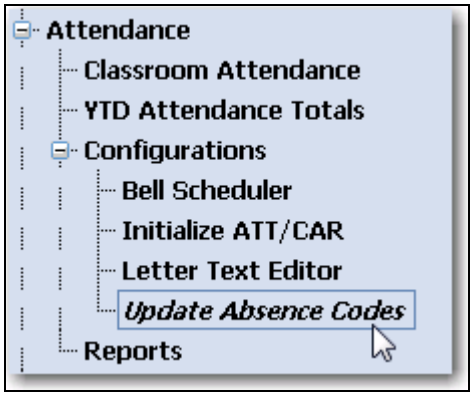
Code	Description	Abbreviation
A	UNVERIFIED	UNV
I	ILLNESS	ILL
M	SAT MAKEUP	SAT
N	ID STD INC	ISU
O	OTHER	OTH
P	PRESENT	PRS
Q	ID STD COM	ISC
S	SUSPENDED	SUS
T	TARDY	TDY
U	UNEXCUSED	UNX
V	ACTIVITY	ACT
W	VER TRUANT	TRU
X	EXCUSED	EXC
Y	TDY TRUANT	TTT
Z	SWEEP	SWP

NOTE:

Prior to setting up or verifying the schools absence codes review the State of California compliance regulations, as they relate to acceptable absence reason codes.

UPDATE ABSENCE CODES

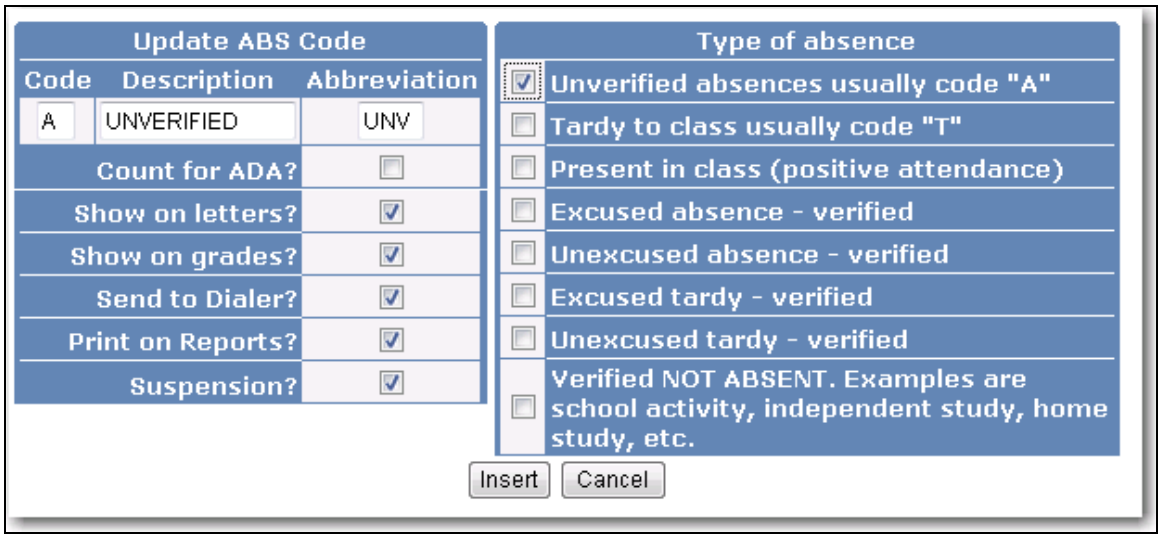
To **Add** or **Update** an absence code, click the mouse on **the Update Absence Codes** node.



ADD ABSENCE CODE

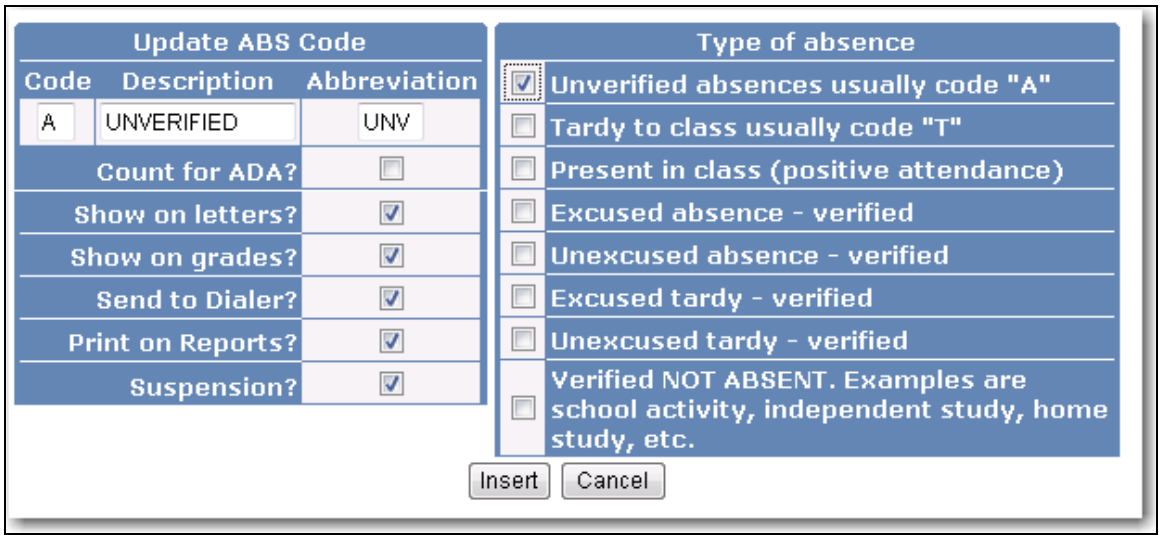
Click the mouse on the **Add New Record** button.

Type a one-character code in the **Code** field. Press the **Tab** key. Type a description of the type of absence code in the **Description** field. Press the **Tab** key.

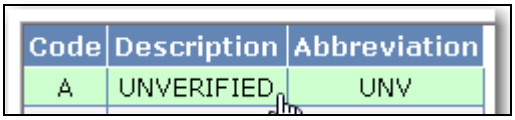


Type a three-character abbreviation of the code in the **Abbreviation** field.

Prior to adding this code, it must be determined whether or not this code is counted in the ADA and which reports will utilize this code. Click the mouse on the **Check box** to include.

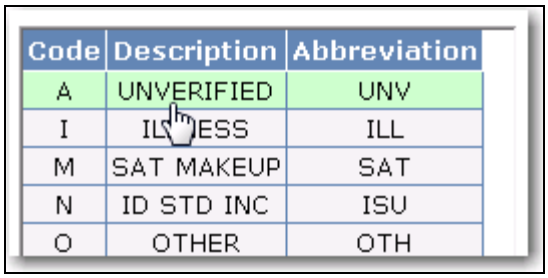


After the type of absence has been determined, click the mouse on the check box below **Type of Absence**. After all information has been selected, click the mouse on the **Insert** button. The code is now accessible for tracking attendance and stored in the **ABS** table. The new code will now display in the listing.

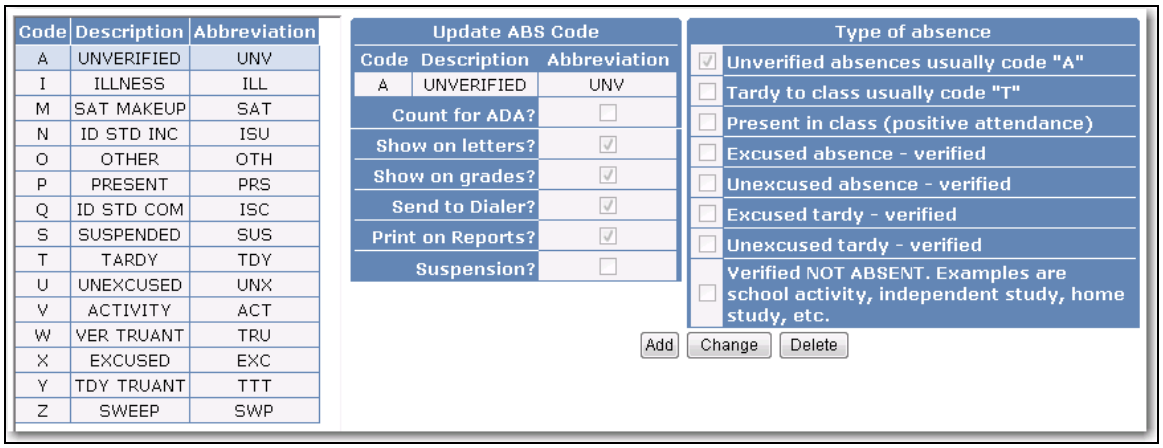


CHANGE ABSENCE CODE

Click the mouse on the **Code** and the code will be hi-lighted.

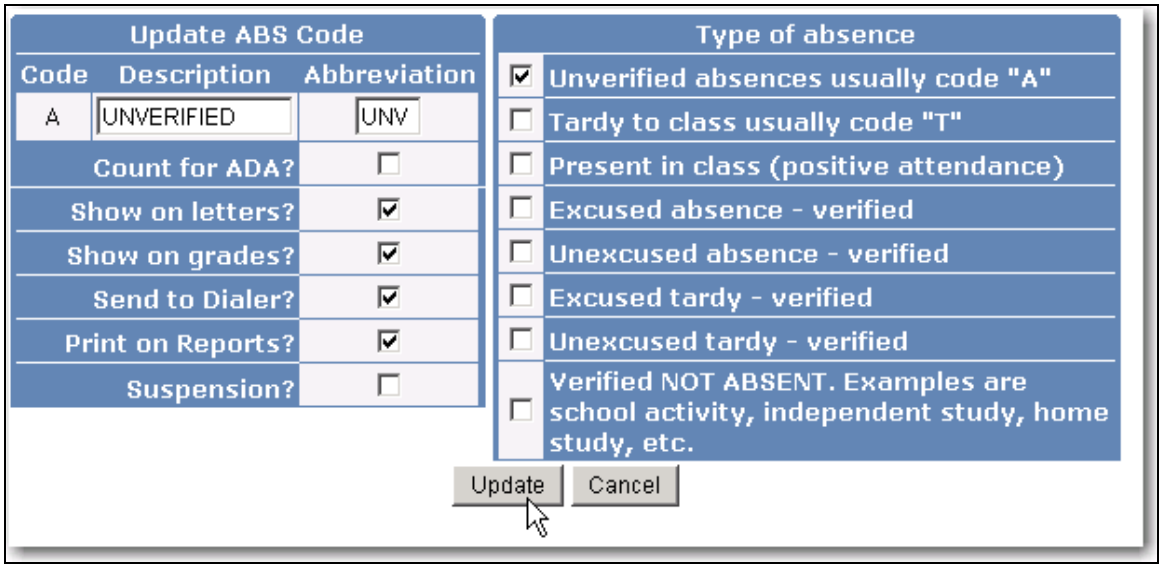


The code selected will now display.



Click the mouse on the **Change** button.

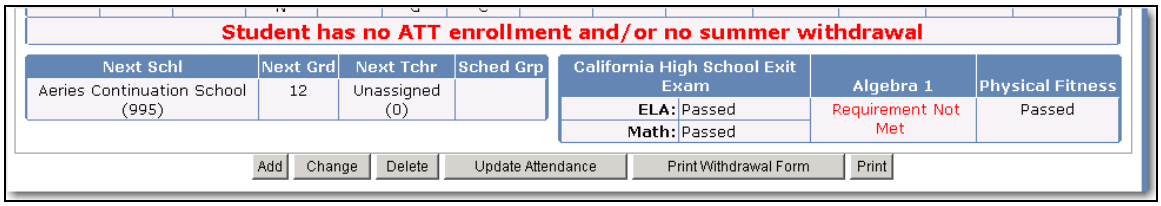
Make any necessary change to the Absence code. Click the mouse on the **Update** button.



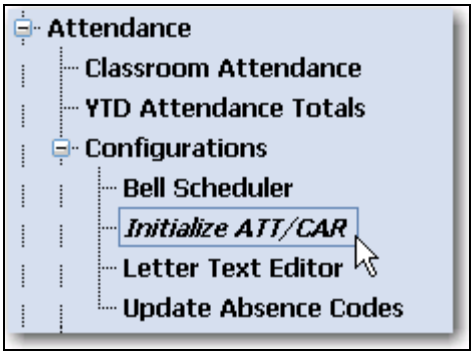
ACTIVATE ATTENDANCE

Activating attendance should be performed as close to the first day of school as possible.

If the Attendance has not been activated for all students a message will display at the bottom of the Student Data indicating they are not enrolled in ATT.

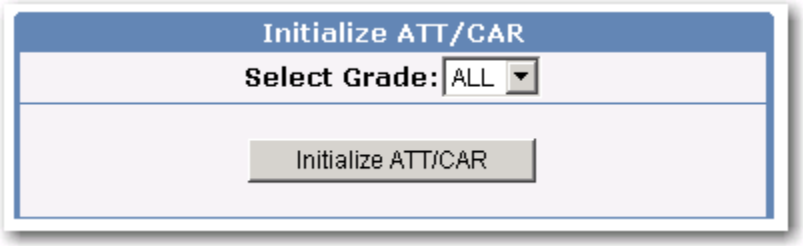


From the **Attendance** navigation tree click the mouse on the **Configurations** node. Click the mouse on **Initialize ATT/CAR**.

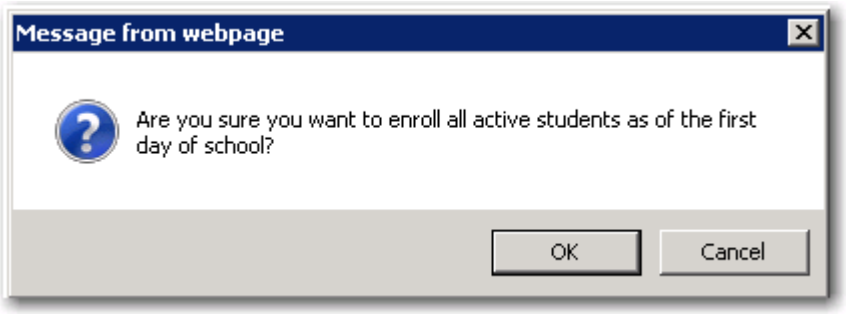


From the following options box you can select to initialize ALL grades or specific grades. If this school has tracks the option will also display to initialize specific tracks.

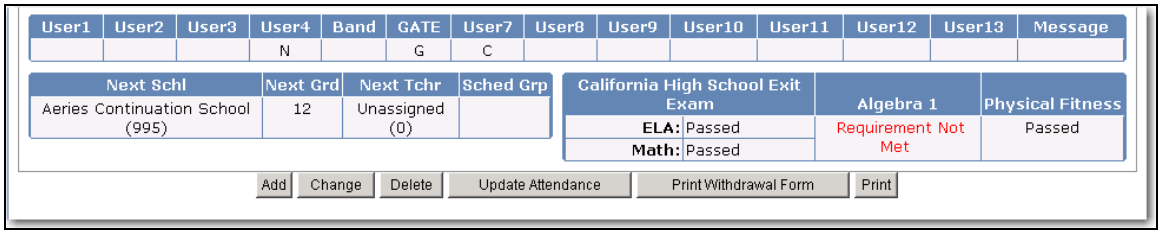
Click the mouse on the **Initialize ATT/CAR** button.



The following message will display. To continue click the mouse on the **OK** button.

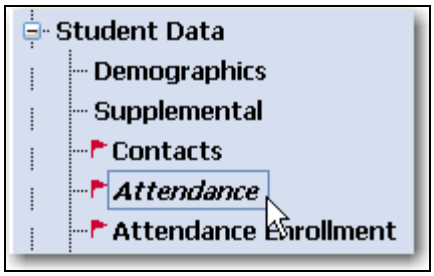


When completed the **Student has no ATT** message will no longer display for any students.

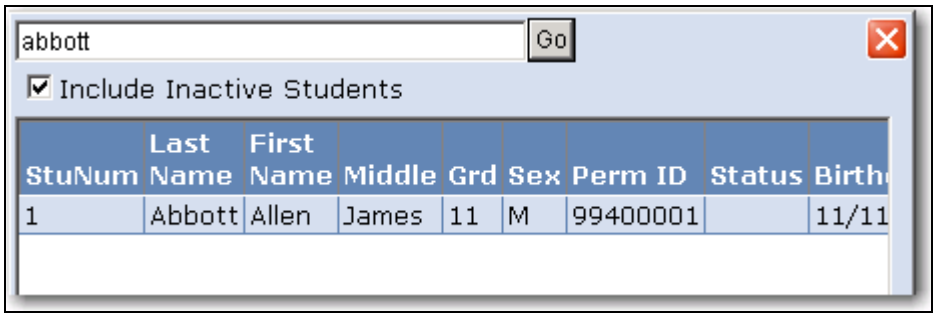

User1 User2 User3 User4 Band GATE User7 User8 User9 User10 User11 User12 User13 Message
N G C
Next Schl Next Grd Next Tchr Sched Grp
Aeries Continuation School (995) 12 Unassigned (0)
California High School Exit Exam
ELA: Passed
Math: Passed
Algebra 1
Requirement Not Met
Physical Fitness
Passed
Add Change Delete Update Attendance Print Withdrawal Form Print

DISPLAY AND UPDATE STUDENTS ATTENDANCE

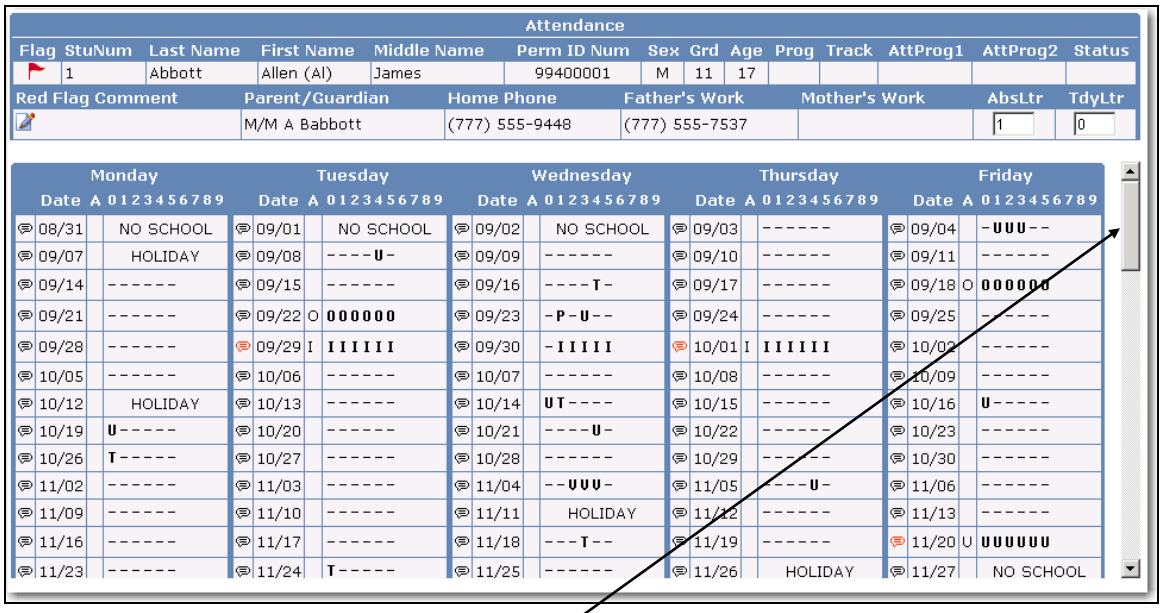
To display or update an individual student's attendance record, under the **Student Data** navigation tree click the mouse on the **Attendance** node.



To display a specific student's attendance record, use the **Search** engine to select a student.



The student's attendance will display on the form.


Attendance
Flag StuNum Last Name First Name Middle Name Perm ID Num Sex Grd Age Prog Track AttProg1 AttProg2 Status
1 Abbott Allen (Al) James 99400001 M 11 17
Red Flag Comment Parent/Guardian Home Phone Father's Work Mother's Work AbsLtr TdyLtr
M/M A Babbott (777) 555-9448 (777) 555-7537
Monday Tuesday Wednesday Thursday Friday
Date A 0123456789

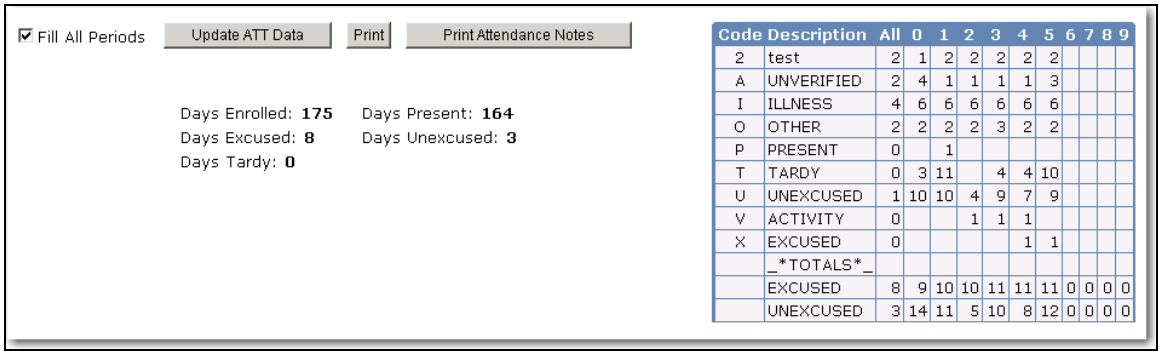
Use the scroll bar to **view** the remaining period attendance records for the student displayed.

DISPLAY ATTENDANCE TOTALS

To display a student's attendance record totals and enter and leave date, scroll to the bottom of the form.

Each student's total absences for all day codes and each period of the day will display for the current semester on the right side of the form.

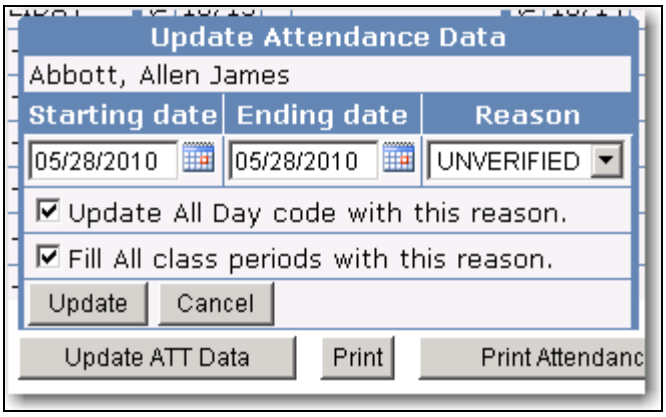
The **Year-To-Date** attendance totals will also display at the bottom of the form.



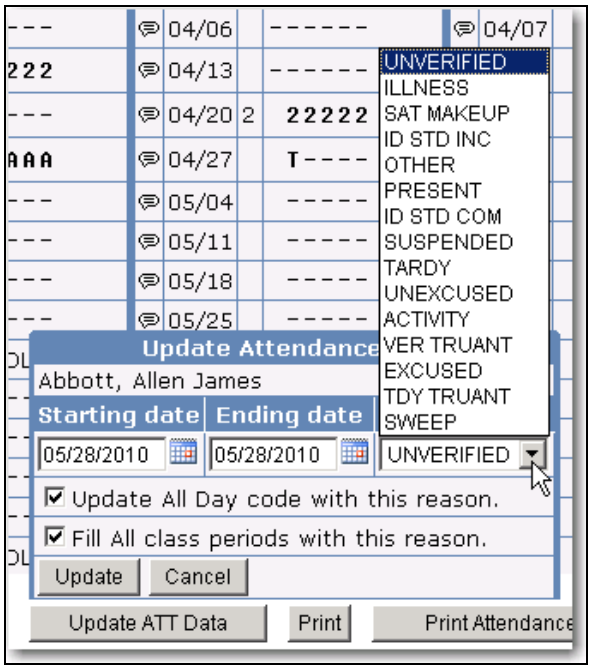
Code	Description	All	0	1	2	3	4	5	6	7	8	9
2	test	2	1	2	2	2	2	2				
A	UNVERIFIED	2	4	1	1	1	1	3				
I	ILLNESS	4	6	6	6	6	6	6				
O	OTHER	2	2	2	2	3	2	2				
P	PRESENT	0		1								
T	TARDY	0	3	11		4	4	10				
U	UNEXCUSED	1	10	10	4	9	7	9				
V	ACTIVITY	0			1	1	1					
X	EXCUSED	0					1	1				
	*TOTALS*											
	EXCUSED	8	9	10	10	11	11	11	0	0	0	0
	UNEXCUSED	3	14	11	5	10	8	12	0	0	0	0

ADD AN ATTENDANCE RECORD

To add an attendance record, click the mouse on the **Update ATT Data** button. The following selection box will display.



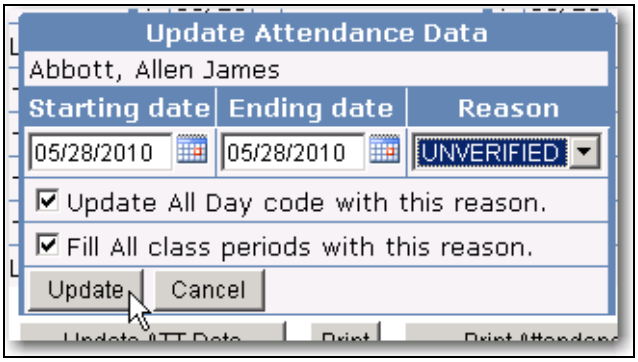
To display the **Absence Reasons** click the mouse on the arrow and all reasons will display. Click the mouse on the selected reason.



If the **Update All Day code** is selected an All Day code will automatically update all periods that this student has classes but the **Fill all Class Periods** option **MUST** be selected.

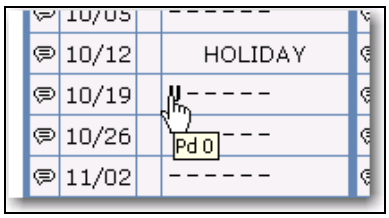
If this option is OFF and an all-day code is entered, then only the periods that currently have absence codes will be changed to the same as the all day code.

Click the mouse on the **Update** button and the student's attendance will be updated.

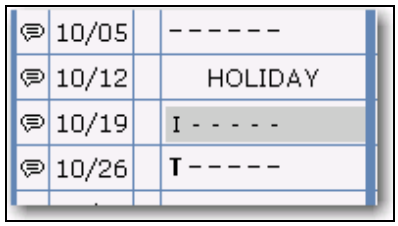


CHANGE AN ABSENCE CODE

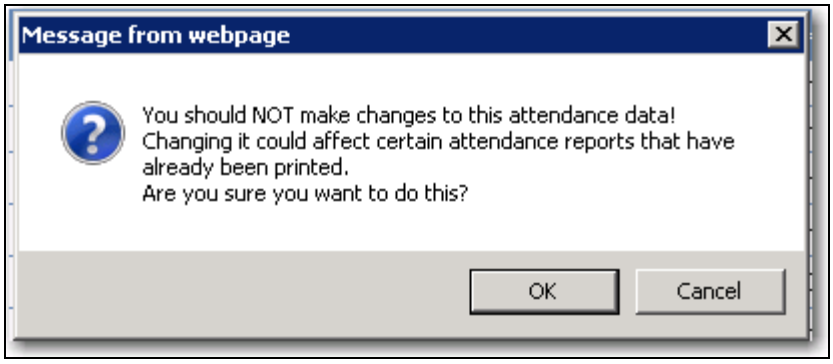
Click the mouse on the **Absence** code for the date and period selected.



The date and period selected will be hi-lighted. Type the change over the current absence code. Press **Enter** to update the absence code.

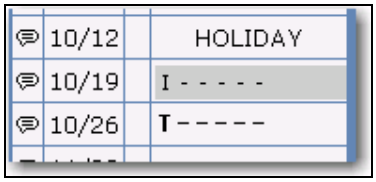


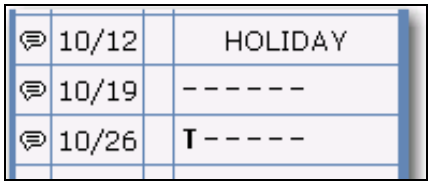
If the attendance date to be changed will affect attendance totals, such as, the monthly attendance report, a warning message will display. It is suggested that verification be made prior to continuing.


Message from webpage
You should NOT make changes to this attendance data!
Changing it could affect certain attendance reports that have already been printed.
Are you sure you want to do this?
OK
Cancel

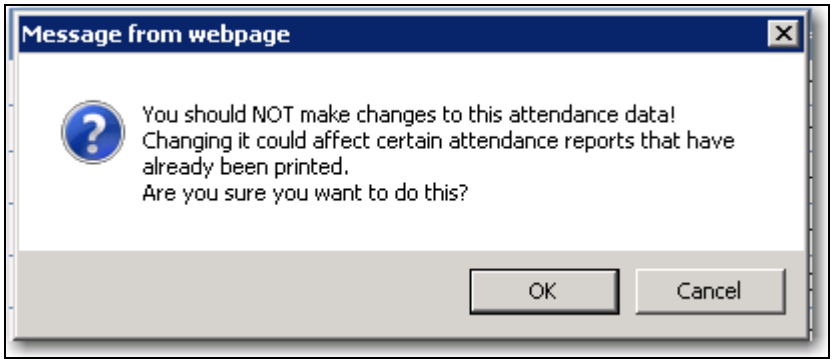
DELETE AN ABSENCE CODE

Select the correct date and period to be deleted. Press the **Delete** key. Press **Enter** and the absence code will no longer display.



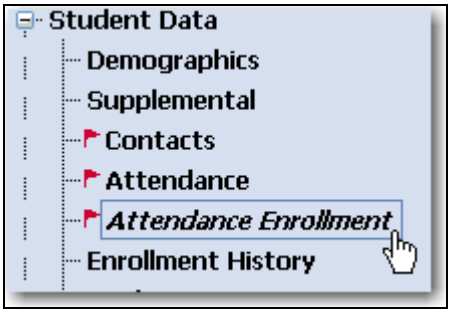


If the attendance date to be changed will affect attendance totals, such as, the monthly attendance report, a warning message will display. It is suggested that verification be made prior to continuing.

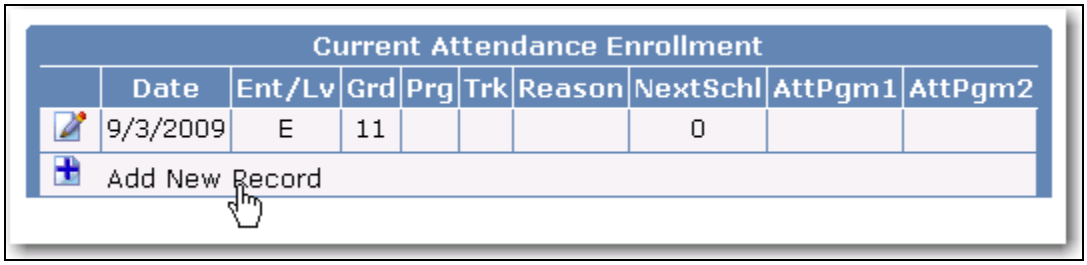

Message from webpage
You should NOT make changes to this attendance data!
Changing it could affect certain attendance reports that have already been printed.
Are you sure you want to do this?
OK
Cancel

ADD AN ENTER OR LEAVE DATE

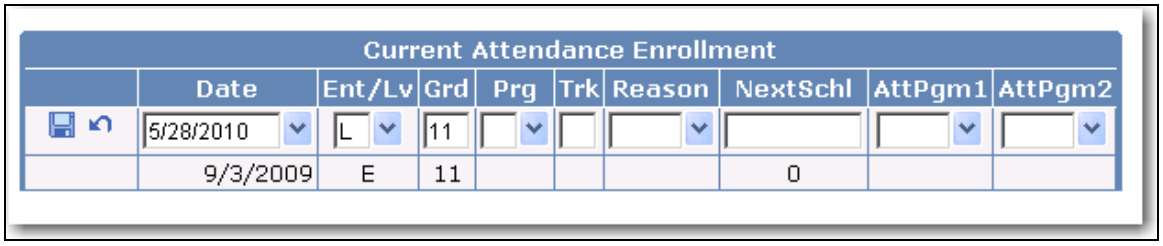
To add an enter or leave date, under the **Student Data** navigation tree click the mouse on the **Attendance Enrollment** node.



Click the mouse on the **Add New Record** button.



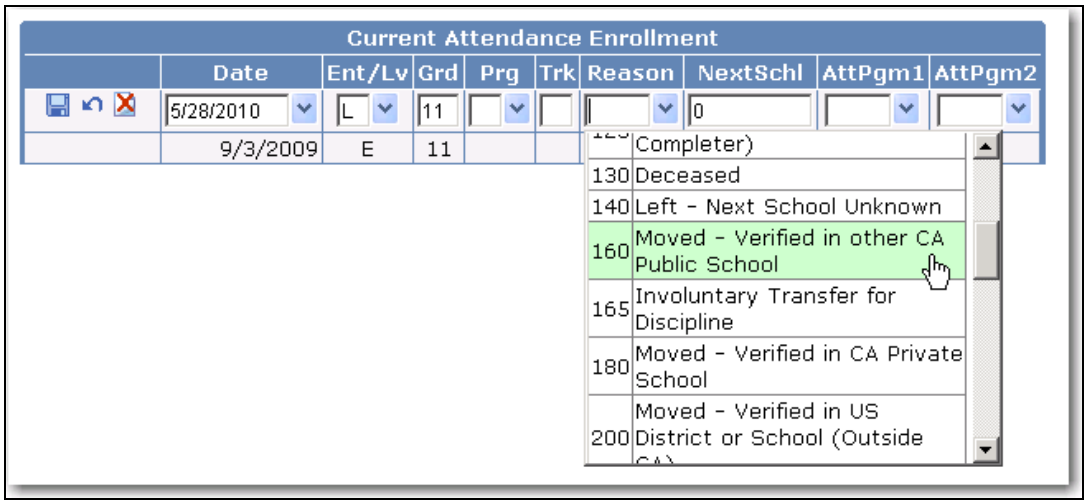
The date will default to the current date but can be changed. A code will also display depending on the previous code entered. If the student has a current Enter record the **Ent/Lv** field will default to **L**.



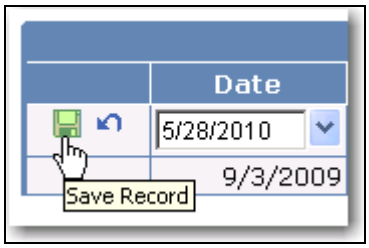
The attendance enrollment record **MUST** have a valid date, an **E** for **Enter** or **L** for **Leave** under **Ent/Lv** and the student's current grade, special program code, track code and reason code.

NOTE: **If you are adding a Leave record this student must be Inactive and a Leave Date added from the Student Data form.**

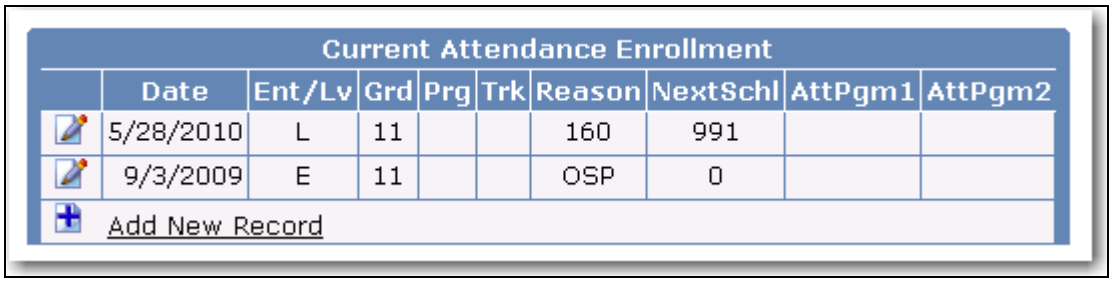
Click the mouse on the **Reason** drop down arrow. Select the **Reason** code. Enter the **Next School**.



Click the mouse on the **Save** icon.

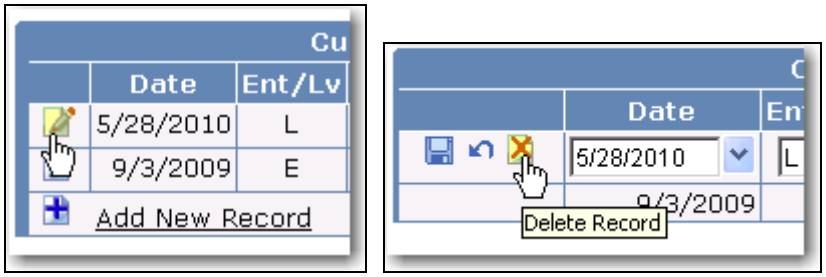


The new record will now display on the **Attendance Enrollment** form.

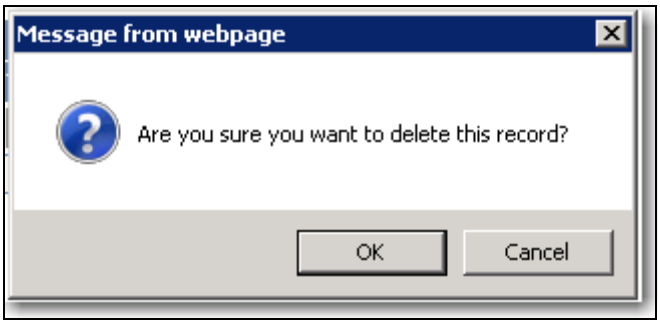


DELETE AN ENTER OR LEAVE DATE

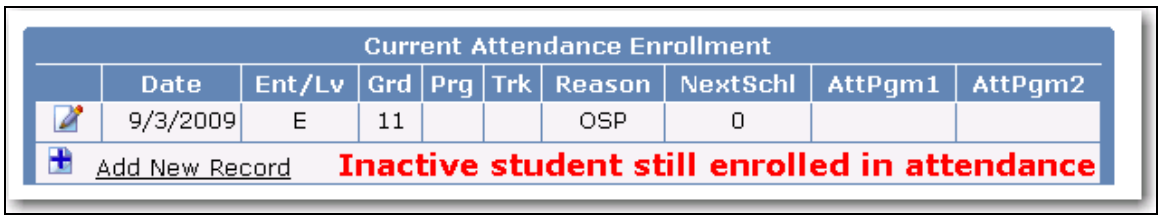
To delete an **Enter/Leave** record, click the mouse in the **Change** icon. Click the mouse on the **Delete** icon.



A message box will display to verify the deletion. Click the mouse on the **OK** button.

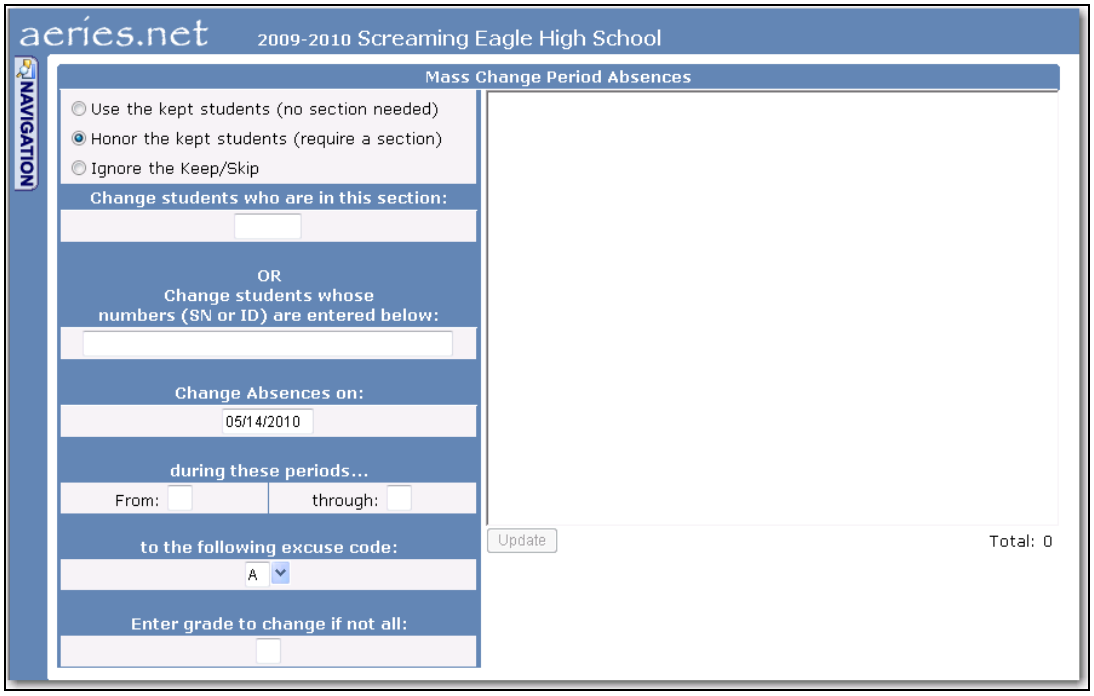


The record will no longer display on the **Attendance Enrollment** form. Take note if you have changed a Leave record you **MUST** activate the student.



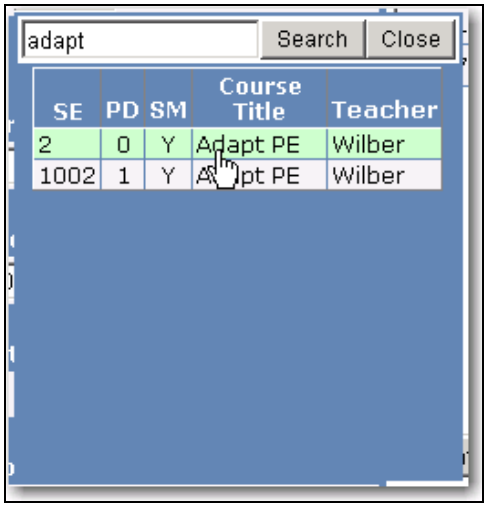
MASS CHANGE PERIOD ABSENCES

The **Mass Change Period Absences** is used to change period absences for an excused code for all students in a specified section or a list of student numbers specified for a given date. The following is an example of the **Mass Change Period Absences** form.

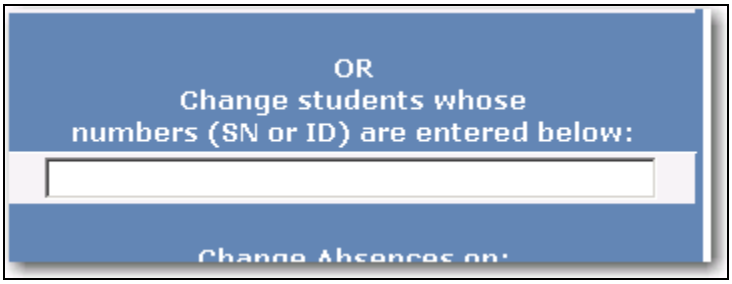


Click the mouse on the **Change Students Who are In This Section** drop down. Search for a specific section. Click the mouse on the section selected.

The students in the section selected and the period attendance for the date selected will display. At the bottom right side the total number of students to be changed will also display.

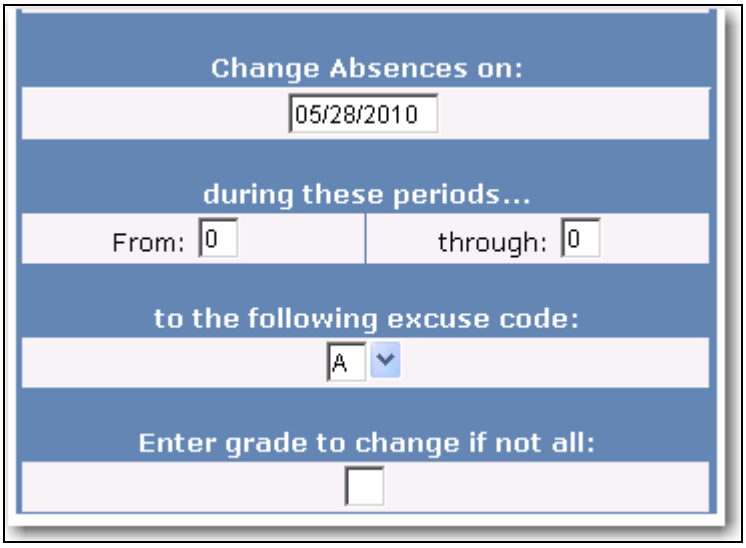


To select specific students type one or more student numbers in the text box with the heading **Change Students whose numbers are entered below**.

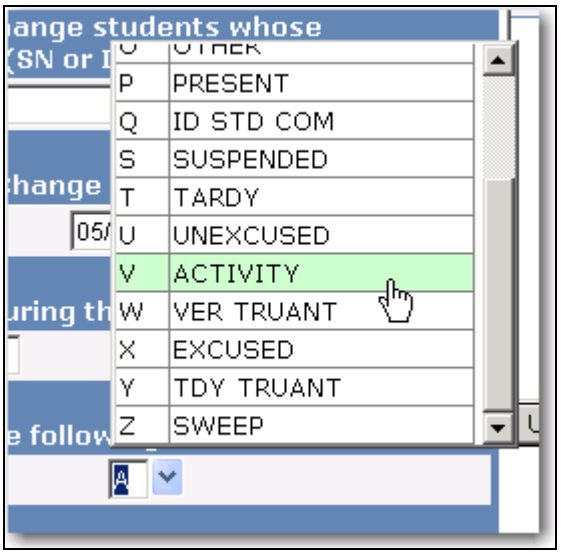


The current date will display in the **Change Absences on:** field but can be changed to any date selected.

In the **From** and **Through** fields enter the periods to be changed to the absence code selected. For example, if 1 is entered in the **From** box and 6 in the **Through** box all absences during periods 1 through 6 will be updated.

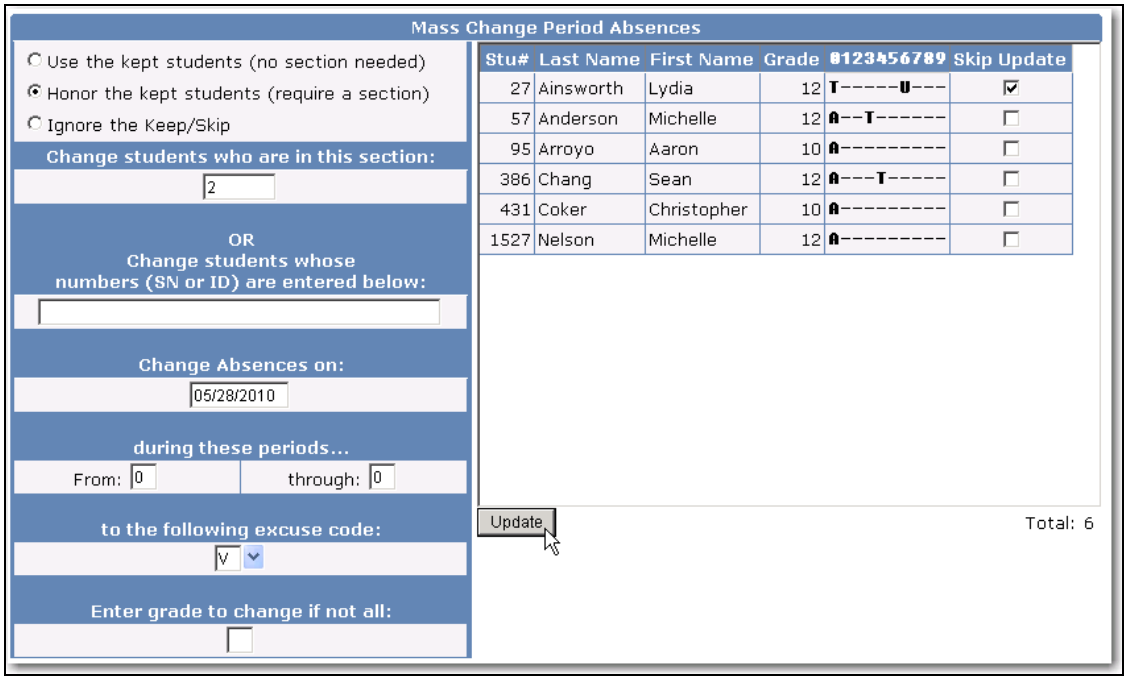


Click the mouse on the **Excuse Code** drop down and select a code. This code will be entered into all students' records selected during the periods specified, such as for a field trip.

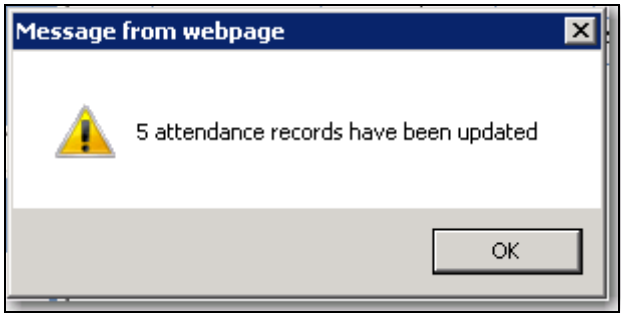


If the excuse code is limited to a specific grade enter the grade in the **Enter Grade to change** field. Verify the information selected is correct.

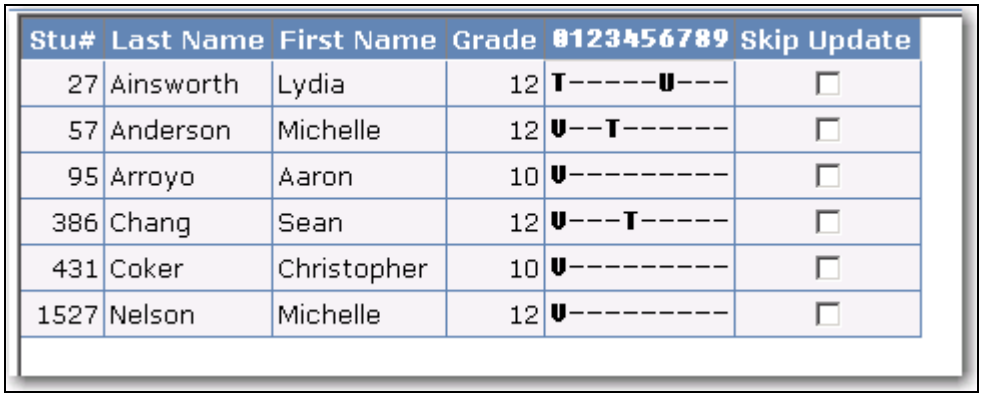
Click the mouse in the **Skip Update** box for on any student not to be updated. Click the mouse on the **Update** button.


Mass Change Period Absences
Use the kept students (no section needed)
Honor the kept students (require a section)
Ignore the Keep/Skip
Change students who are in this section:
2
OR
Change students whose numbers (SN or ID) are entered below:
Change Absences on:
05/28/2010
during these periods...
From: 0
through: 0
to the following excuse code:
V
Enter grade to change if not all:
Stu# Last Name First Name Grade 0123456789 Skip Update
27 Ainsworth Lydia 12 T-----U--- ☑
57 Anderson Michelle 12 A--T------ ☐
95 Arroyo Aaron 10 A--------- ☐
386 Chang Sean 12 A---T----- ☐
431 Coker Christopher 10 A--------- ☐
1527 Nelson Michelle 12 A--------- ☐
Update
Total: 6

The following message will display. Click the mouse on the **OK** button.



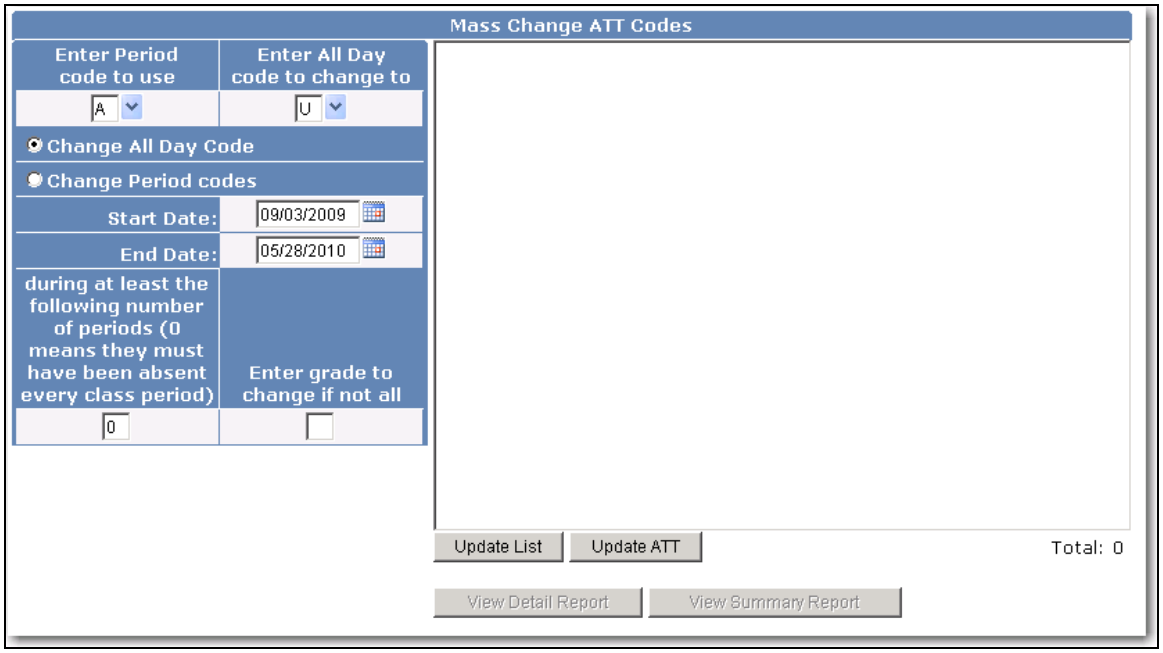
The absence codes will be updated for the students selected. For example, the first student was flagged as **Skip Update** and period 0 is still a **T** but period 0 has changed to a **V** for all other students.



Stu#	Last Name	First Name	Grade	0123456789	Skip Update
27	Ainsworth	Lydia	12	T-----U---	☐
57	Anderson	Michelle	12	U--T------	☐
95	Arroyo	Aaron	10	U---------	☐
386	Chang	Sean	12	U---T-----	☐
431	Coker	Christopher	10	U---------	☐
1527	Nelson	Michelle	12	U---------	☐

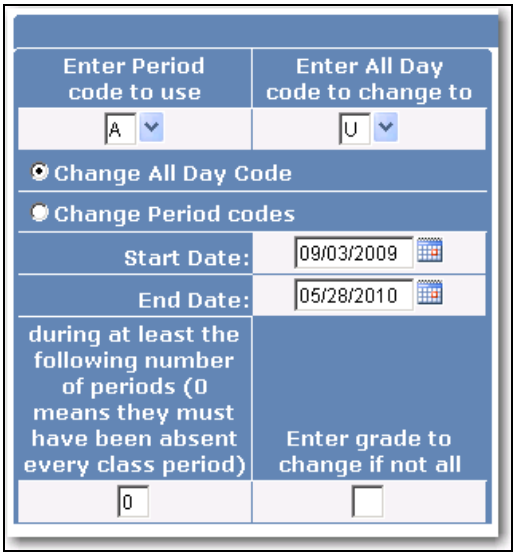
MASS CHANGE ATT CODES

The **Mass Change ATT Codes** is used to change the **All-Day** code or the **Period** codes for students, during a specified range of dates that have a specified number of absence codes for that day. The following is an example of the **Mass Change All-Day** form.



CHANGE ALL DAY CODE

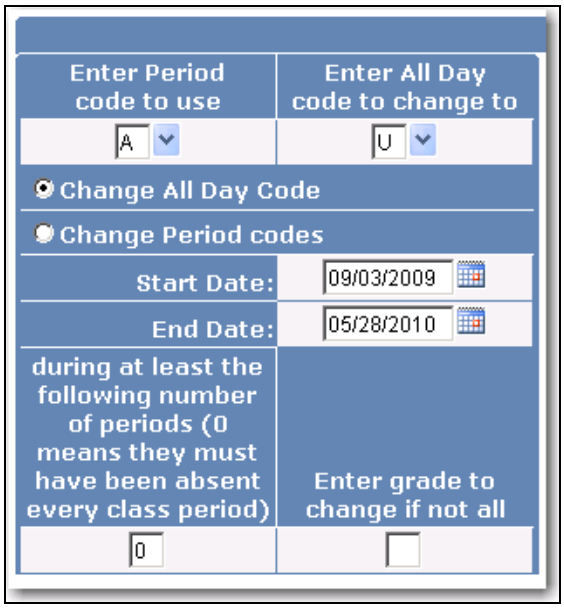
If **Change All Day Code** has been selected then click the mouse on the **Enter All Day Code to Change to** and select a code. This is the all day code that will be changed in the period attendance record for the students identified and selected.


Enter Period code to use
Enter All Day code to change to
A
U
Change All Day Code
Change Period codes
Start Date:
09/03/2009
End Date:
05/28/2010
during at least the following number of periods (0 means they must have been absent every class period)
Enter grade to change if not all
0

Click the mouse on the **Enter Period Code to** drop down and select an absence code. This is the absence code that the program uses to identify students having this code in their period attendance record.

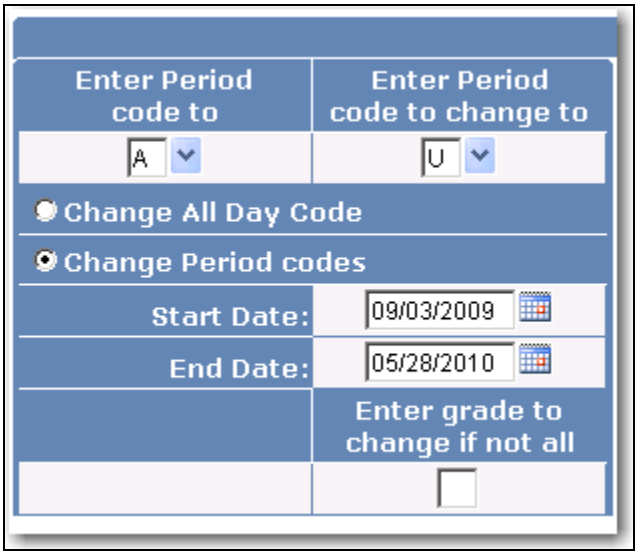
The **Starting and Ending Dates** will default to the first day of school and the current date and can be changed to cover a span of time the student was absent.

During at least the following number of periods determines the number of period absences a student must have in the attendance record for a day in order to have the all-day code changed. Zero indicates the student had to be marked absent in all classes on that day.


Enter Period code to use
Enter All Day code to change to
A
U
Change All Day Code
Change Period codes
Start Date:
09/03/2009
End Date:
05/28/2010
during at least the following number of periods (0 means they must have been absent every class period)
Enter grade to change if not all
0

CHANGE PERIOD CODES

If the **Change Period codes** option is selected the form will change to allow selection of period absence codes to be changed instead of all day codes. This form is used for example, in the case of a grade wide field trip or changing A's to U's after a certain number of days.



Click the mouse on the **Enter Period Code to** drop down and select an absence code. This is the absence code that the program uses to identify students having this code in their period attendance record.

Click the mouse on the **Enter Period Code to Change to** and select a code. This is the all period code that will be changed in the period attendance record for the students identified and selected.

The **Start Date:** will default to the first day of school and the **End Date:** will default to today's date. Enter the date range selected.

When **Change Period Codes** has been selected notice that **During at least the following number of periods** no longer displays.

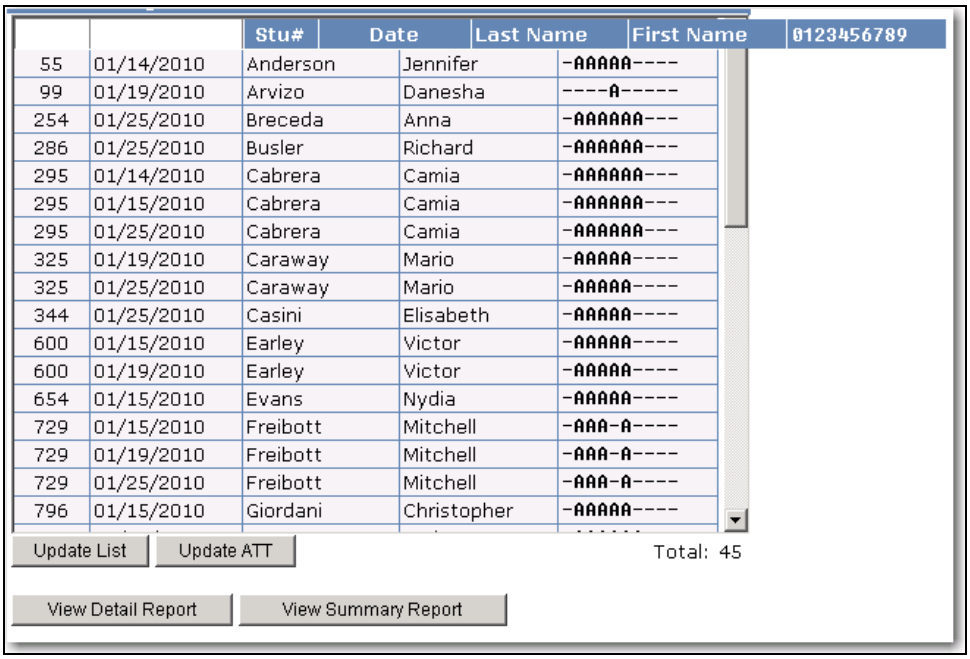
A limit may also be placed on the grade for the students to be updated by entering a grade in **Enter Grade to Change if Not All**. If no grade is selected all grades will be updated.

UPDATE

After all selections are complete for the **Change ALL Day** or **Change Period Codes**, click the mouse on the **Update List** button. All students that meet the criteria selected will display for verification.

The **View a Detail Report** and **View Summary Report** reports **MUST** be generated prior to selecting the **Update ATT** option.

Verify that all information is correct and click the mouse on the **Update ATT** button.

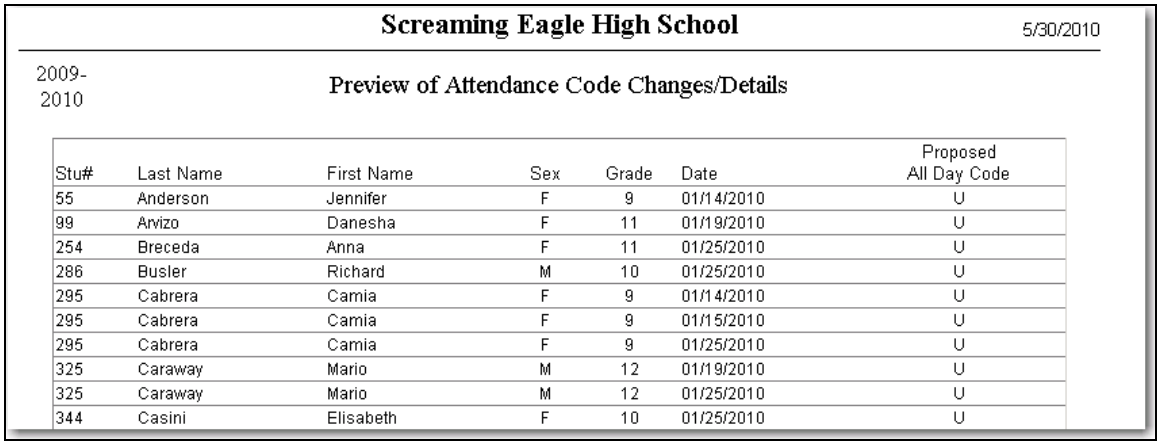


		Stu#	Date	Last Name	First Name	0123456789
55	01/14/2010	Anderson	Jennifer	-AAAAA----		
99	01/19/2010	Arvizo	Danesha	----A-----		
254	01/25/2010	Breceda	Anna	-AAAAAA---		
286	01/25/2010	Busler	Richard	-AAAAAA---		
295	01/14/2010	Cabrera	Camia	-AAAAAA---		
295	01/15/2010	Cabrera	Camia	-AAAAAA---		
295	01/25/2010	Cabrera	Camia	-AAAAAA---		
325	01/19/2010	Caraway	Mario	-AAAAA----		
325	01/25/2010	Caraway	Mario	-AAAAA----		
344	01/25/2010	Casini	Elisabeth	-AAAAA----		
600	01/15/2010	Earley	Victor	-AAAAA----		
600	01/19/2010	Earley	Victor	-AAAAA----		
654	01/15/2010	Evans	Nydia	-AAAAA----		
729	01/15/2010	Freibott	Mitchell	-AAA-A----		
729	01/19/2010	Freibott	Mitchell	-AAA-A----		
729	01/25/2010	Freibott	Mitchell	-AAA-A----		
796	01/15/2010	Giordani	Christopher	-AAAAA----		

Update List | Update ATT | Total: 45

View Detail Report | View Summary Report

The following is an example of the **Detail Report**.



Screaming Eagle High School 5/30/2010

2009-2010

Preview of Attendance Code Changes/Details

Stu#	Last Name	First Name	Sex	Grade	Date	Proposed All Day Code
55	Anderson	Jennifer	F	9	01/14/2010	U
99	Arvizo	Danesha	F	11	01/19/2010	U
254	Breceda	Anna	F	11	01/25/2010	U
286	Busler	Richard	M	10	01/25/2010	U
295	Cabrera	Camia	F	9	01/14/2010	U
295	Cabrera	Camia	F	9	01/15/2010	U
295	Cabrera	Camia	F	9	01/25/2010	U
325	Caraway	Mario	M	12	01/19/2010	U
325	Caraway	Mario	M	12	01/25/2010	U
344	Casini	Elisabeth	F	10	01/25/2010	U

The following is an example of the **Summary Report**.

Screaming Eagle High School 5/30/2010

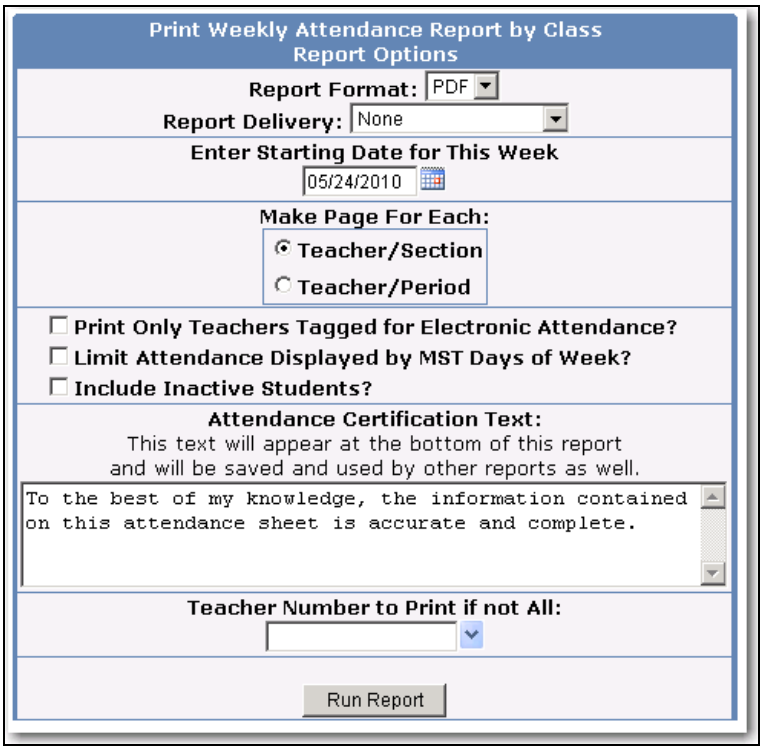
2009-2010

Preview of Attendance Code Changes

Stu#	Last Name	First Name	Sex	Grade	Number of All-Day Code that would be changed...
55	Anderson	Jennifer	F	9	1
99	Arvizo	Danesha	F	11	1
254	Breceda	Anna	F	11	1
286	Busler	Richard	M	10	1
295	Cabrera	Camia	F	9	3
325	Caraway	Mario	M	12	2
344	Casini	Elisabeth	F	10	1
600	Earley	Victor	M	12	2
654	Evans	Nydia	F	10	1
729	Freibott	Mitchell	M	11	3
796	Giordani	Christopher	M	9	1
808	Gomez	Joshua	M	9	1

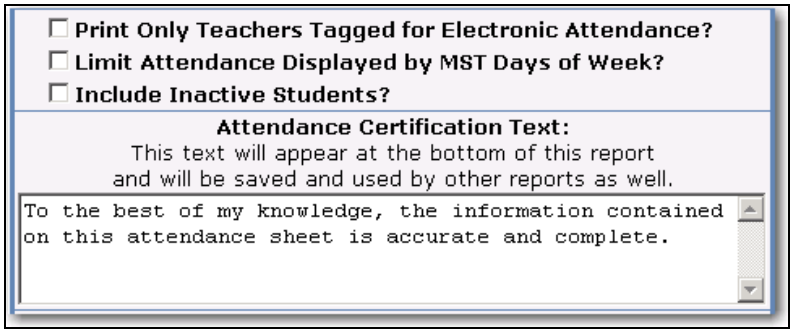
WEEKLY ATTENDANCE REPORT BY CLASS

The **Print Weekly Attendance Report** will generate a list of students either by teacher/section or teacher/period and will indicate each student's attendance for the week selected. A teacher signature line is on the bottom of the report.


Print Weekly Attendance Report by Class
Report Options
Report Format: PDF
Report Delivery: None
Enter Starting Date for This Week
05/24/2010
Make Page For Each:
Teacher/Section
Teacher/Period
Print Only Teachers Tagged for Electronic Attendance?
Limit Attendance Displayed by MST Days of Week?
Include Inactive Students?
Attendance Certification Text:
This text will appear at the bottom of this report
and will be saved and used by other reports as well.
To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.
Teacher Number to Print if not All:
Run Report

The options are available to print only teachers tagged for electronic attendance, limit attendance displayed by MST days of the week and to include inactive students.

The **Attendance Certification Text** will allow you to enter the text that will print at the bottom of the report next to the teacher's signature.


Print Only Teachers Tagged for Electronic Attendance?
Limit Attendance Displayed by MST Days of Week?
Include Inactive Students?
Attendance Certification Text:
This text will appear at the bottom of this report
and will be saved and used by other reports as well.
To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.

After all selections are made click the mouse on the **Run Report** button and the following report will be generated.

Screaming Eagle High School **Weekly Attendance Report** 5/30/2010

Period	Course Title	Term	Sec#	Crs#	Teacher	Days	Room	Year
2	English 9 CP	Y	2017	0301	Acosta	MTWTF	E2	09-10

Stu#	Student Name	Trk	Grd	5/24/2010	5/25/2010	5/26/2010	5/27/2010	5/28/2010
000033	Alegria, Alice L.		9			U		
000094	Arredondo, Rachel		9					
000356	Castro, Cynthia L.		9					
000476	Couch, Jose A.		9			I	I	
000515	Davis, Malissa A.		9					
000657	Ewan, Thomas J.		9				U	
000821	Gonzalez, Carlos		9					
001105	Katsuyama, Cassandra M.		9					
001149	Kuns, Jarrett R.		9					
001503	Mundt, Nelson D.		9			U		
001652	Perez, Matthew		9					
001822	Rojas, Grace S.		9					
001899	Sanderson, Jamie H.		9					
001942	Sharp, Nicole C.		9					U
002040	Strohl, Juventino M.		9					
002154	Valdes, Tiffany N.		9					
002304	Zamora, Thomas		9					

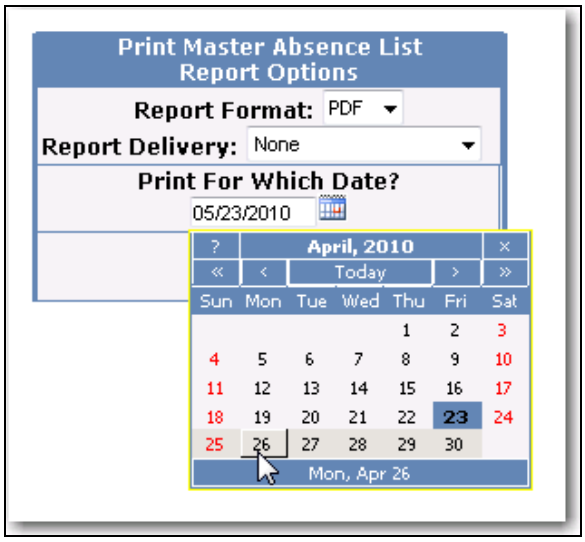
Teacher Signature **Date**

To the best of my knowledge, the information contained on this attendance sheet is accurate and complete.

MASTER ABSENCE LISTING

The **Print Master Absence Listing** prints all students reported absent with attendance code "A" during home period. From the **Attendance** navigation tree select the **Report** node. Select the **Master Absence Listing**.

The following option box will display. Select the **Print For which Date** and click the mouse on the **Run Report** button.


Print Master Absence List
Report Options
Report Format: PDF
Report Delivery: None
Print For Which Date?
05/23/2010
April, 2010
Today
Sun Mon Tue Wed Thu Fri Sat
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30
Mon, Apr 26

The following is an example of the **Master Absence Listing**.

Screaming Eagle High School 4/26/2010

2009-2010 **Master Absence Listing - Period 0** Page 1

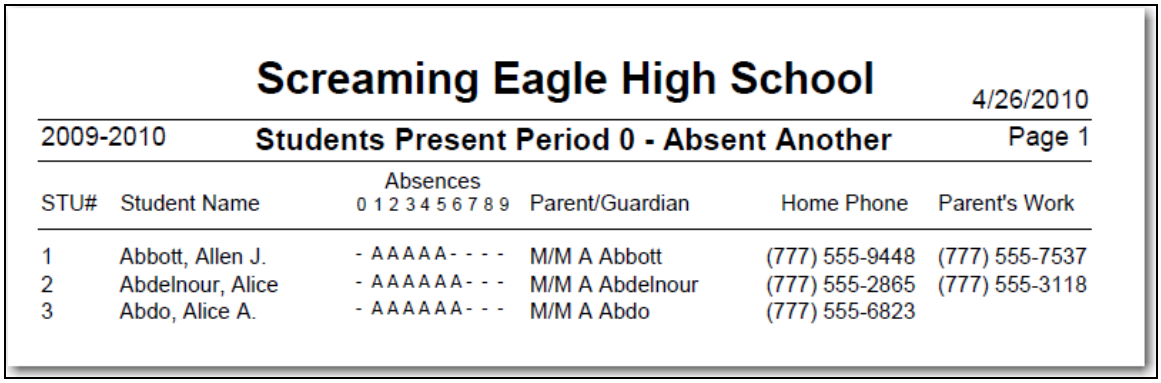
STU#	Student Name	Sex	Grade	Parent/Guardian	Home Phone	Parent's Work
2	Abdelnour, Alice	F	9	M/M A Abdelnour	(777) 555-2865	(777) 555-3118
3	Abdo, Alice A.	F	9	M/M A Abdo	(777) 555-6823	

MASTER CUT LISTING

The **Master Cut Listing** prints students who were present home period but absent with attendance code "**A**" during another period of the day.

From the **Attendance** navigation tree select the **Report** node. Select the **Period Cut Listing** the following option box will display. Select the **Print For which Date** and click the mouse on the **Run Report** button.

The following is an example of the **Period Cut Listing**.



Screaming Eagle High School

4/26/2010

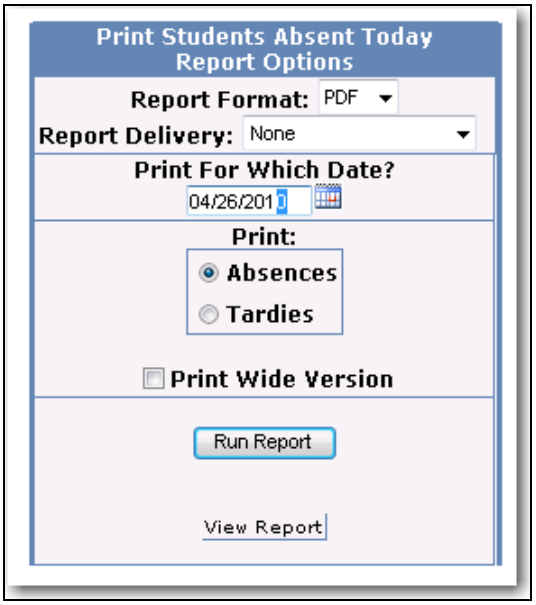
2009-2010 **Students Present Period 0 - Absent Another** Page 1

STU#	Student Name	Absences 0 1 2 3 4 5 6 7 8 9	Parent/Guardian	Home Phone	Parent's Work
1	Abbott, Allen J.	- A A A A A - - - -	M/M A Abbott	(777) 555-9448	(777) 555-7537
2	Abdelnour, Alice	- A A A A A A - - -	M/M A Abdelnour	(777) 555-2865	(777) 555-3118
3	Abdo, Alice A.	- A A A A A A - - -	M/M A Abdo	(777) 555-6823	

ABSENCES OR TARDIES

The **Students Absent or Tardy Today** report will print students reported absent or tardy for any date selected. This report will print separately for absences or tardies and can also print a wide version.

From the **Attendance** navigation tree click the mouse on the **Report** node. Select the **Students Absent or Tardy Today** report. The date to print will default to today's date but can be changed.



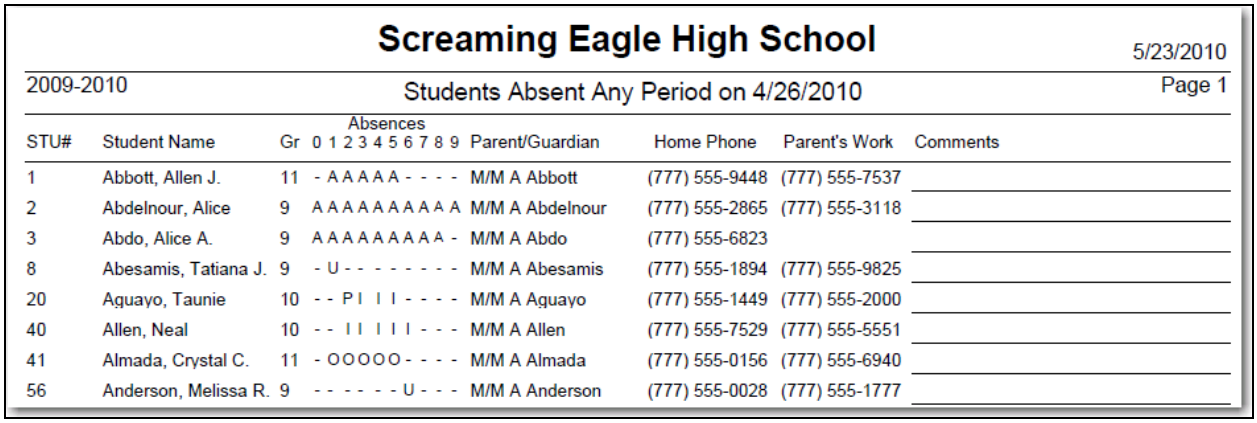
Select either the **Absences** or **Tardies** report option. To generate a wide version of this report select **Print Wide Version**. Click the mouse on the **Run Report** button. The following is an example of the **Students Absent Today** report.

Screaming Eagle High School 5/23/2010

2009-2010 Students Absent Any Period on 4/26/2010 Page 1

STU#	Student Name	Gr	Absences 0 1 2 3 4 5 6 7 8 9	Parent/Guardian	Home Phone	Parent's Work
1	Abbott, Allen J.	11	- A A A A A - - - -	M/M A Abbott	(777) 555-9448	(777) 555-7537
2	Abdelnour, Alice	9	A A A A A A A A A A	M/M A Abdelnour	(777) 555-2865	(777) 555-3118
3	Abdo, Alice A.	9	A A A A A A A A A -	M/M A Abdo	(777) 555-6823	
8	Abesamis, Tatiana J.	9	- U - - - - - - - -	M/M A Abesamis	(777) 555-1894	(777) 555-9825
20	Aguayo, Taunie	10	- - P I I I - - - -	M/M A Aguayo	(777) 555-1449	(777) 555-2000
40	Allen, Neal	10	- - I I I I I - - -	M/M A Allen	(777) 555-7529	(777) 555-5551
41	Almada, Crystal C.	11	- O C C C O - - - -	M/M A Almada	(777) 555-0156	(777) 555-6940
56	Anderson, Melissa R.	9	- - - - - - U - - -	M/M A Anderson	(777) 555-0028	(777) 555-1777

The following is an example of the **Students Absent Today Wide** report.



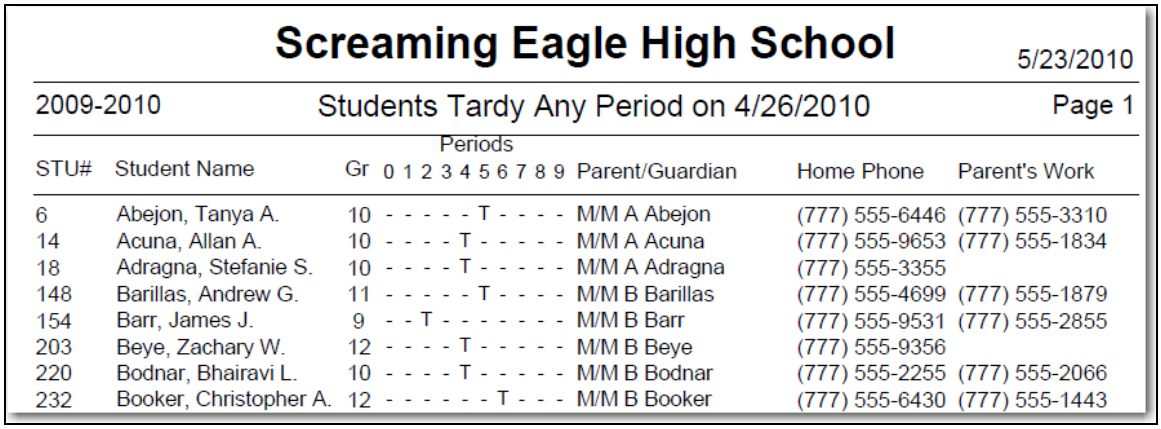
Screaming Eagle High School

5/23/2010

2009-2010 — Students Absent Any Period on 4/26/2010 — Page 1

STU#	Student Name	Gr	Absences 0 1 2 3 4 5 6 7 8 9	Parent/Guardian	Home Phone	Parent's Work	Comments
1	Abbott, Allen J.	11	- A A A A A - - - -	M/M A Abbott	(777) 555-9448	(777) 555-7537	
2	Abdelnour, Alice	9	A A A A A A A A A A	M/M A Abdelnour	(777) 555-2865	(777) 555-3118	
3	Abdo, Alice A.	9	A A A A A A A A A -	M/M A Abdo	(777) 555-6823		
8	Abesamis, Tatiana J.	9	- U - - - - - - - -	M/M A Abesamis	(777) 555-1894	(777) 555-9825	
20	Aguayo, Taunie	10	- - P I I I - - - -	M/M A Aguayo	(777) 555-1449	(777) 555-2000	
40	Allen, Neal	10	- - I I I I I - - -	M/M A Allen	(777) 555-7529	(777) 555-5551	
41	Almada, Crystal C.	11	- O O O O O - - - -	M/M A Almada	(777) 555-0156	(777) 555-6940	
56	Anderson, Melissa R.	9	- - - - - - U - - -	M/M A Anderson	(777) 555-0028	(777) 555-1777	

The following is an example of the **Students Tardy Today** report.



Screaming Eagle High School

5/23/2010

2009-2010 — Students Tardy Any Period on 4/26/2010 — Page 1

STU#	Student Name	Gr	Periods 0 1 2 3 4 5 6 7 8 9	Parent/Guardian	Home Phone	Parent's Work
6	Abejon, Tanya A.	10	- - - - - T - - - -	M/M A Abejon	(777) 555-6446	(777) 555-3310
14	Acuna, Allan A.	10	- - - - T - - - - -	M/M A Acuna	(777) 555-9653	(777) 555-1834
18	Adragna, Stefanie S.	10	- - - - T - - - - -	M/M A Adragna	(777) 555-3355	
148	Barillas, Andrew G.	11	- - - - - T - - - -	M/M B Barillas	(777) 555-4699	(777) 555-1879
154	Barr, James J.	9	- - T - - - - - - -	M/M B Barr	(777) 555-9531	(777) 555-2855
203	Beye, Zachary W.	12	- - - - T - - - - -	M/M B Beye	(777) 555-9356	
220	Bodnar, Bhairavi L.	10	- - - - T - - - - -	M/M B Bodnar	(777) 555-2255	(777) 555-2066
232	Booker, Christopher A.	12	- - - - - - T - - -	M/M B Booker	(777) 555-6430	(777) 555-1443

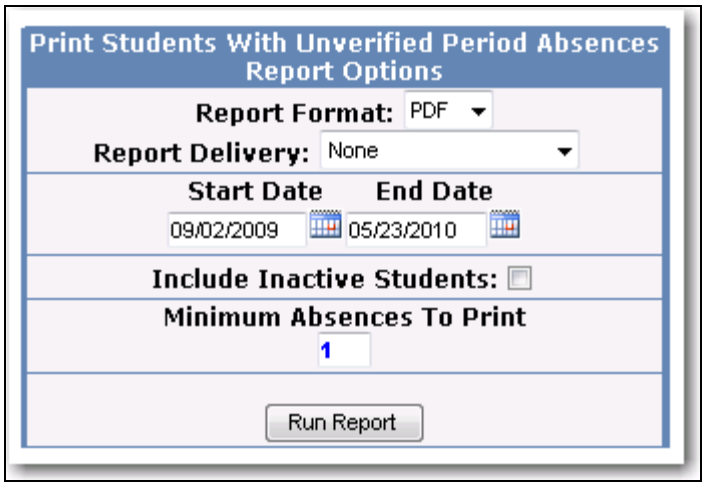
STUDENTS WITH UNVERIFIED PERIOD ABSENCES

The **Print Students with Unverified Absences** report displays all students that currently have unverified absence records and can be used to call the parents to either clear the code or be changed to a valid reason for the absence.

From the **Attendance** navigation tree select the **Reports** node. Select the **Students with Unverified Period Absences**.

The **Start Date** will default to the first day of school and **End Date** will default to the nearest school day from today. The minimum number of absences to be included will default to 1.

Select the dates and minimum number of period absences. Select whether to Include **Inactive Students**. Click the mouse on the **Run Report** button.



The following is an example of the **Students with Unverified Period Absences** report.

Screaming Eagle High School 5/23/2010

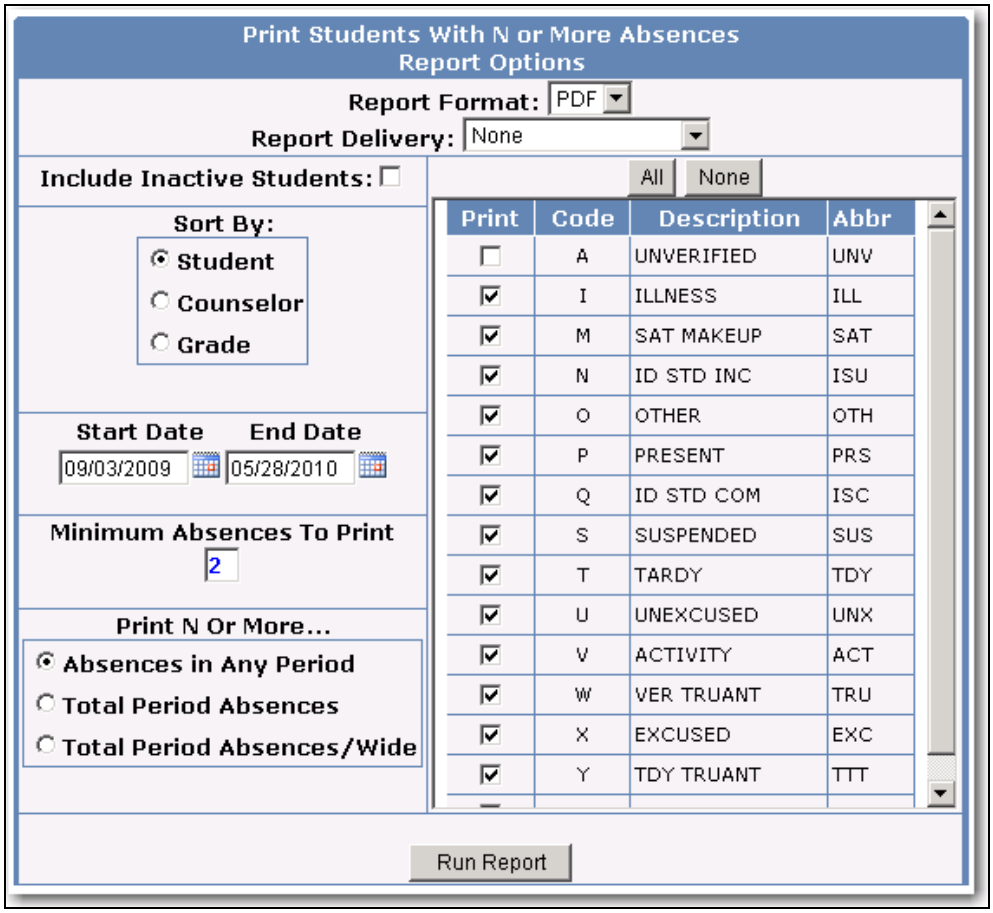
2009-2010 **Students with 1 or more unverified period absences from 9/2/2009 thru 5/23/2010** Page 1

STU#	Student Name	Grade	Parent/Guardian	Home Phone	Father's Work	Mother's Work	Date	Absences 0123456789	Date Called	Who Called	Talked To	Reason for Absence
1	Abbott, Allen J	11	M/M A Abbott	777 555-9448	777 555-7537		01/13	A+++++----				
							01/14	A+++++----				
							01/15	A++++A----				
							01/25	A++++A----				
							04/26	-AAAAA----				
2	Abdelnour, Alice	9	M/M A Abdelnour	777 555-2865	777 555-3118		04/26	AAAAAAAAAA				
							04/27	-A++++++-				
3	Abdo, Alice A	9	M/M A Abdo	777 555-6823			04/26	AAAAAAAAA-				
							04/27	-A++++++-				

STUDENTS WITH N OR MORE ABSENCES

The **Students with N or More Absences** prints a list of students with a total number of absences for each period. The report will print the student number, name, Parent/Guardian, home phone and number of absences for each period.

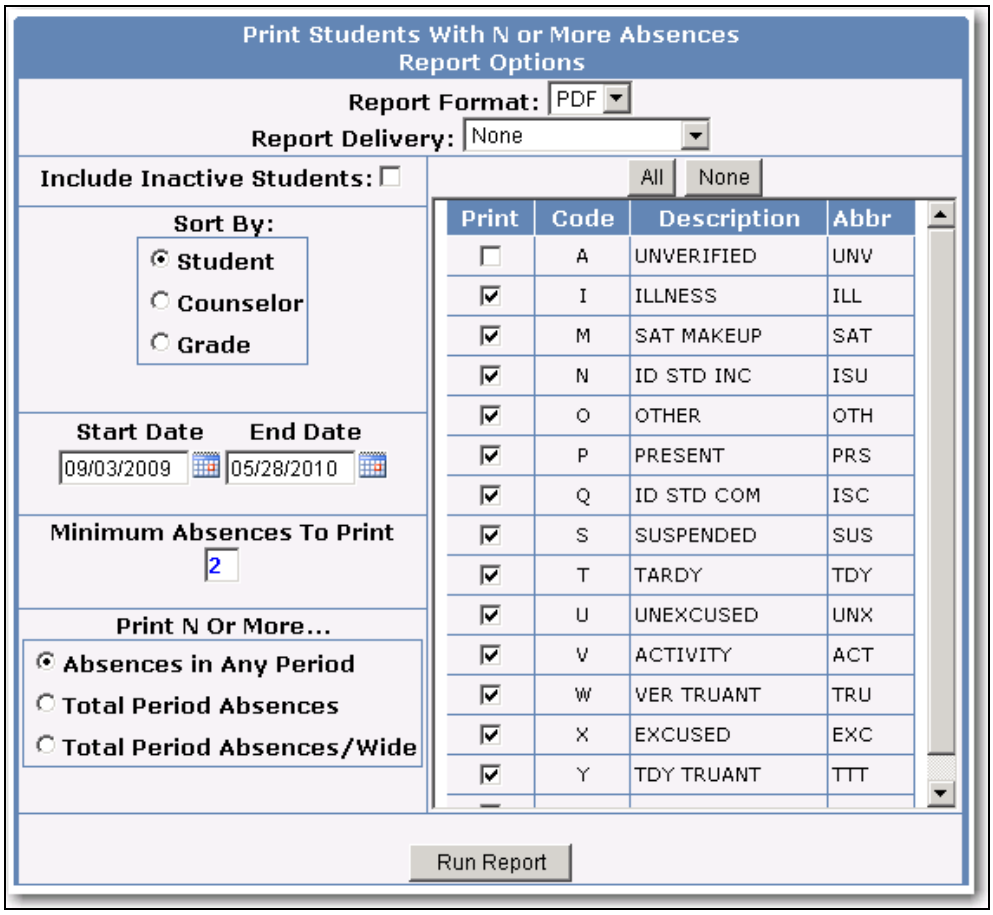
From the **Attendance** navigation tree select the **Report** node. Click the mouse on **Students with N or More Absences** and the following selection box will display. Select the **Sort order** for this report and whether to **Include Inactive Students**.



All absences codes will default to be included in the period totals. Click the mouse on the **Print** box to de-select the codes.

The **Start Date** defaults to the first day of school and **End Date** to the nearest school day from today. The minimum number of absences to be included on this report defaults to 2. These fields can be changed.

Select which report to be printed. After All selections are complete, click the mouse on the **Run Report** button.



The following is an example of the **Absences in Any Period** report.

Screaming Eagle High School

2009-2010 **Students with 2 or more period absences from 9/3/2009 thru 5/28/2010** Page 1

				Total Absences Each Period									
Stu#	Student Name	Parent/Guardian	Home Phone	0	1	2	3	4	5	6	7	8	9
2	Abdelnour, Alice	M/M A Abdelnour	(777) 555-2865	0	4	4	7	9	8	9	0	0	0
3	Abdo, Alice A.	M/M A Abdo	(777) 555-6823	0	11	9	9	10	8	11	0	0	0
4	Abdo, Arnold A.	M/M A Abdo	(777) 555-6823	0	9	7	7	6	6	8	0	0	0
5	Abea, Ayrianna J.	M/M A Abea	(777) 555-7213	0	50	26	28	43	33	6	0	0	0
6	Abejon, Tanya A.	M/M A Abejon	(777) 555-6446	0	15	12	9	13	11	3	0	0	0
8	Abesamis, Tatiana J.	M/M A Abesamis	(777) 555-1894	11	24	17	11	17	19	0	0	0	0
10	Abrego, Alice A.	M/M A Abrego	(777) 555-7682	2	1	1	1	1	3	1	0	0	0
12	Aceves, Steven	M/M A Aceves	(777) 555-0805	4	26	20	18	17	19	5	0	0	0
13	Ackermann, Kathrin A.	M/M A Ackermann	(777) 555-6673	0	5	1	4	3	2	4	0	0	0
14	Acuna, Allan A.	M/M A Acuna	(777) 555-9653	0	38	32	26	25	38	0	0	0	0
15	Acuna, Darlene C.	M/M A Acuna	(777) 555-0484	0	13	8	7	7	7	8	0	0	0

The following is an example of the **Total Period Absences** report.

Screaming Eagle High School

2009-2010 **Students with 2 or more Total absences from 9/3/2009 thru 5/28/2010** Page 1

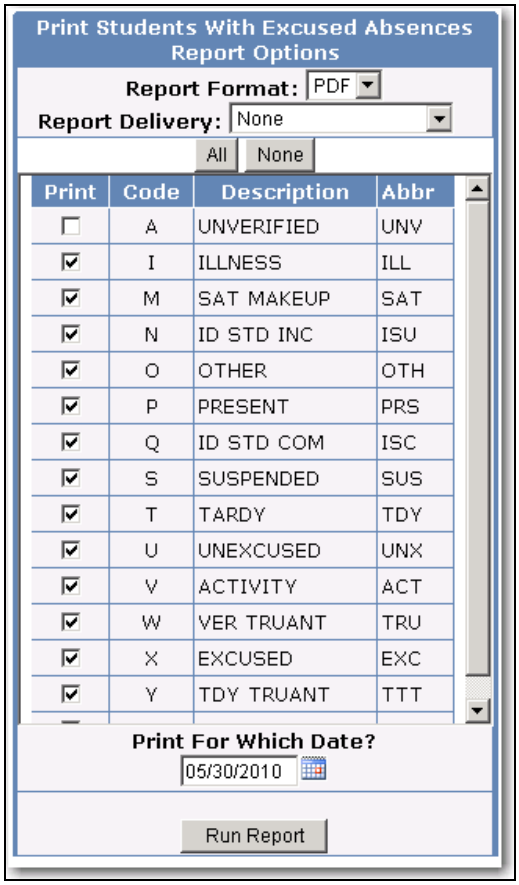
				Total Absences Each Period										
Stu#	Student Name	Parent/Guardian	Home Phone	0	1	2	3	4	5	6	7	8	9	ALL
2	Abdelnour, Alice	M/M A Abdelnour	(777) 555-2865	0	4	4	7	9	8	9	0	0	0	41
3	Abdo, Alice A.	M/M A Abdo	(777) 555-6823	0	11	9	9	10	8	11	0	0	0	58
4	Abdo, Arnold A.	M/M A Abdo	(777) 555-6823	0	9	7	7	6	6	8	0	0	0	43
5	Abea, Ayrianna J.	M/M A Abea	(777) 555-7213	0	50	26	28	43	33	6	0	0	0	186
6	Abejon, Tanya A.	M/M A Abejon	(777) 555-6446	0	15	12	9	13	11	3	0	0	0	63
8	Abesamis, Tatiana J.	M/M A Abesamis	(777) 555-1894	11	24	17	11	17	19	0	0	0	0	99
10	Abrego, Alice A.	M/M A Abrego	(777) 555-7682	2	1	1	1	1	3	1	0	0	0	10
12	Aceves, Steven	M/M A Aceves	(777) 555-0805	4	26	20	18	17	19	5	0	0	0	109

STUDENTS WITH EXCUSED ABSENCES

The **Students with Excused Absences** prints a list of excused absence codes for all students.

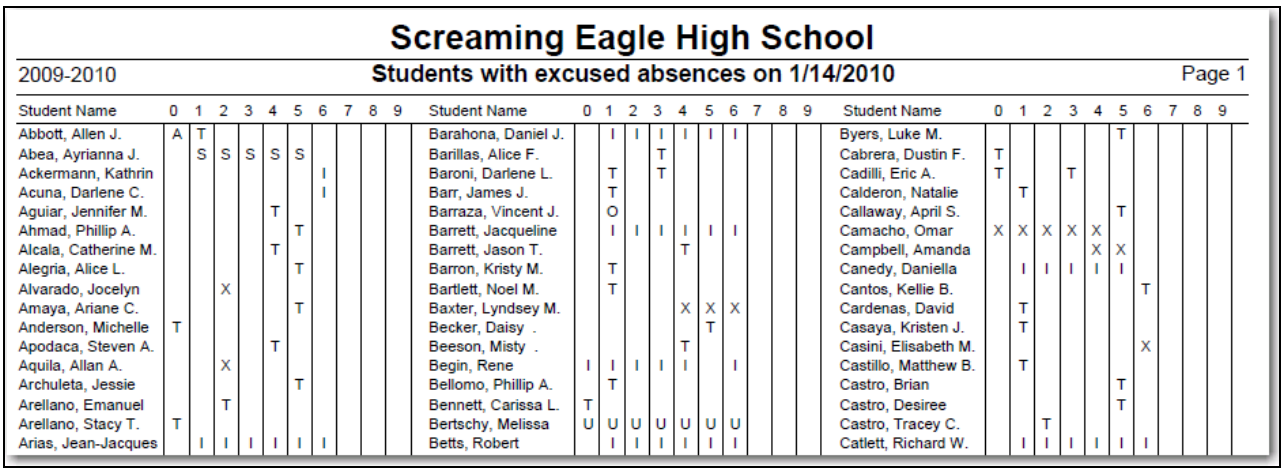
From the **Attendance** navigation tree select the **Report** node. Click the mouse on **Students with N or More Absences** and the following selection box will display.

All absences codes will default to be included in the report. To de-select the unexcused absence code, click the mouse on the **Print** box.



The date to print will default to today's date but can be changed to any date selected. After the date is selected, click the mouse on the **Run Report** button and the report will be generated.

The following is an example of the report generated.



Screaming Eagle High School

2009-2010 — **Students with excused absences on 1/14/2010** — Page 1

Student Name	0	1	2	3	4	5	6	7	8	9
Abbott, Allen J.	A	T								
Abea, Ayrianna J.		S	S	S	S	S				
Ackermann, Kathrin							I			
Acuna, Darlene C.							I			
Aguiar, Jennifer M.					T					
Ahmad, Phillip A.						T				
Alcala, Catherine M.					T					
Alegria, Alice L.						T				
Alvarado, Jocelyn			X							
Amaya, Ariane C.						T				
Anderson, Michelle	T									
Apodaca, Steven A.					T					
Aquila, Allan A.			X							
Archuleta, Jessie						T				
Arellano, Emanuel			T							
Arellano, Stacy T.	T									
Arias, Jean-Jacques		I	I	I	I	I	I			

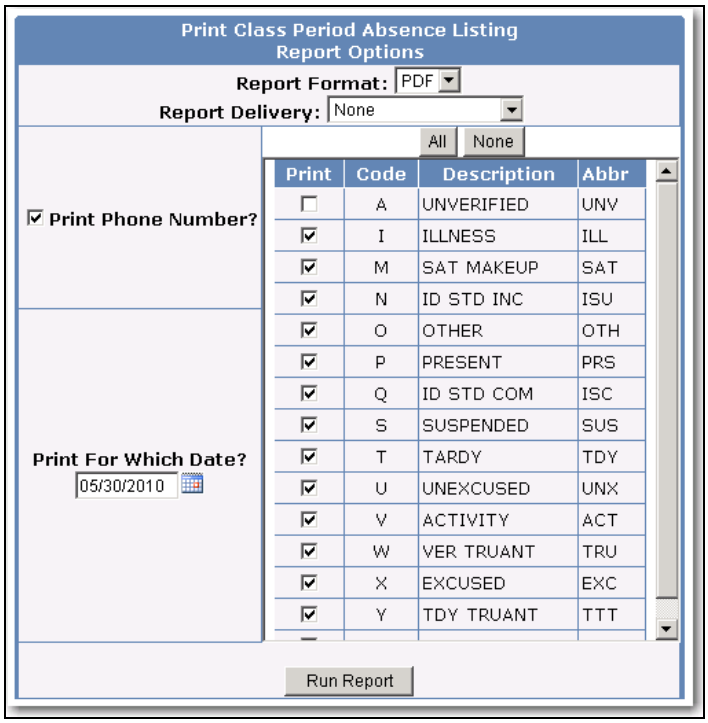
Student Name	0	1	2	3	4	5	6	7	8	9
Barahona, Daniel J.		I	I	I	I	I	I			
Barillas, Alice F.				T						
Baroni, Darlene L.		T		T						
Barr, James J.		T								
Barraza, Vincent J.		O								
Barrett, Jacqueline		I	I	I	I	I	I			
Barrett, Jason T.					T					
Barron, Kristy M.		T								
Bartlett, Noel M.		T								
Baxter, Lyndsey M.					X	X	X			
Becker, Daisy .						T				
Beeson, Misty .					T					
Begin, Rene	I	I	I	I	I		I			
Bellomo, Phillip A.		T								
Bennett, Carissa L.	T									
Bertschy, Melissa	U	U	U	U	U	U	U			
Betts, Robert		I	I	I	I	I	I			

Student Name	0	1	2	3	4	5	6	7	8	9
Byers, Luke M.						T				
Cabrera, Dustin F.	T									
Cadilli, Eric A.	T			T						
Calderon, Natalie		T								
Callaway, April S.						T				
Camacho, Omar	X	X	X	X	X					
Campbell, Amanda					X	X				
Canedy, Daniella		I	I	I	I	I				
Cantos, Kellie B.							T			
Cardenas, David		T								
Casaya, Kristen J.		T								
Casini, Elisabeth M.							X			
Castillo, Matthew B.		T								
Castro, Brian						T				
Castro, Desiree						T				
Castro, Tracey C.			T							
Catlett, Richard W.		I	I	I	I	I	I			

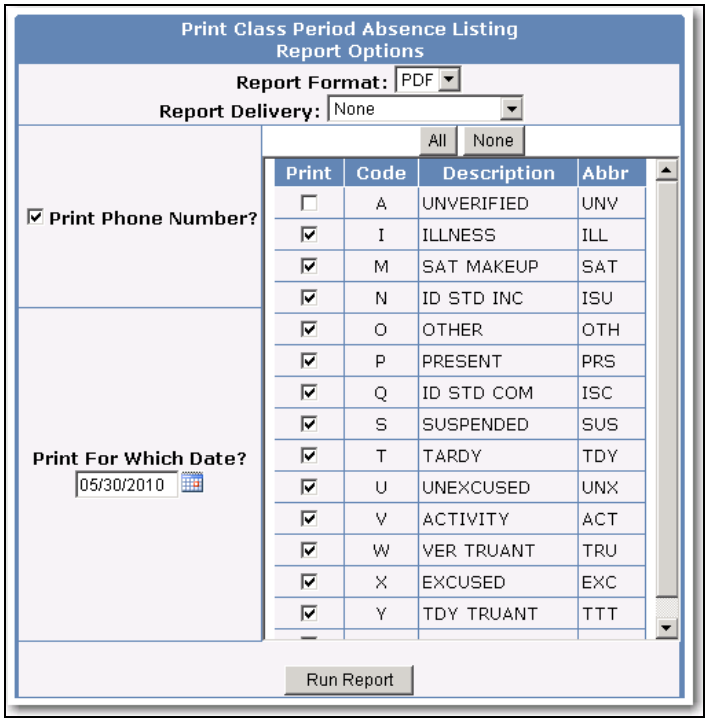
CLASS PERIOD ABSENCE LISTING

The **Class Period Absence Listing** generates a list by teacher of any student with an absence on a given day. This report includes the period, section, course title, student number and name, sex, grade, the option to print the phone number and the attendance for that day.

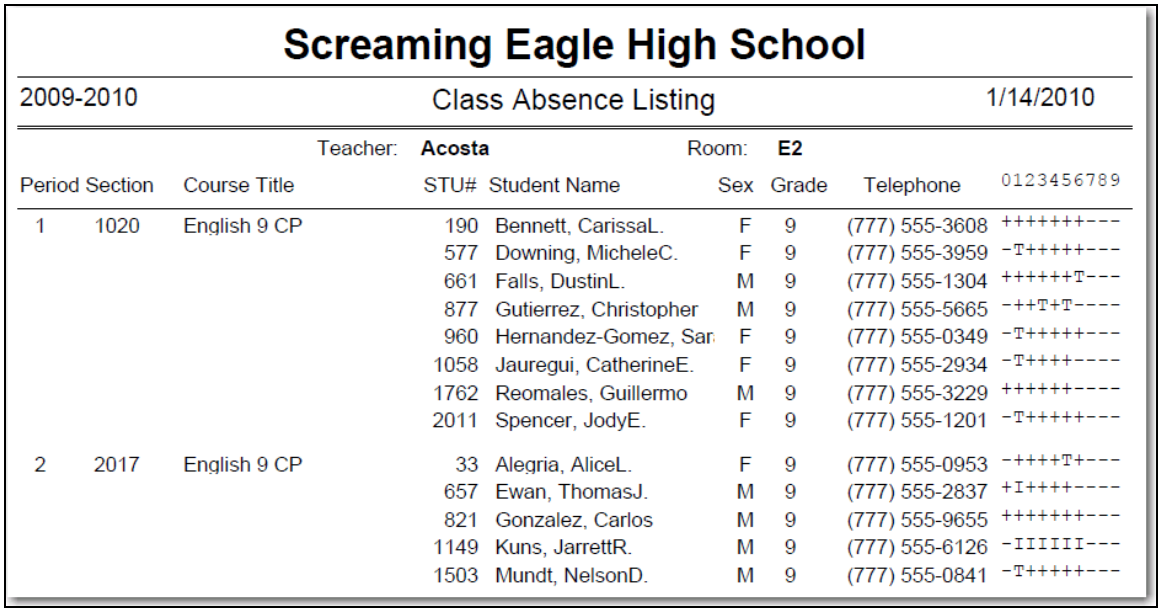
From the **Attendance Navigation** tree click the mouse on the **Report** node. After selecting **Class Period Absence Listing** the following selection box will display. .



All **Absences Codes** and the option to **Print Phone Number** will default to be included. If specific absences codes are not to be included click the mouse on the **Print** check box. The **Print for Which Date** will default to the current date but can be changed. After all selections are complete click the mouse on the **Run Report** button.



The following is an example of the **Class Absence Listing** report.



Screaming Eagle High School

2009-2010 Class Absence Listing 1/14/2010

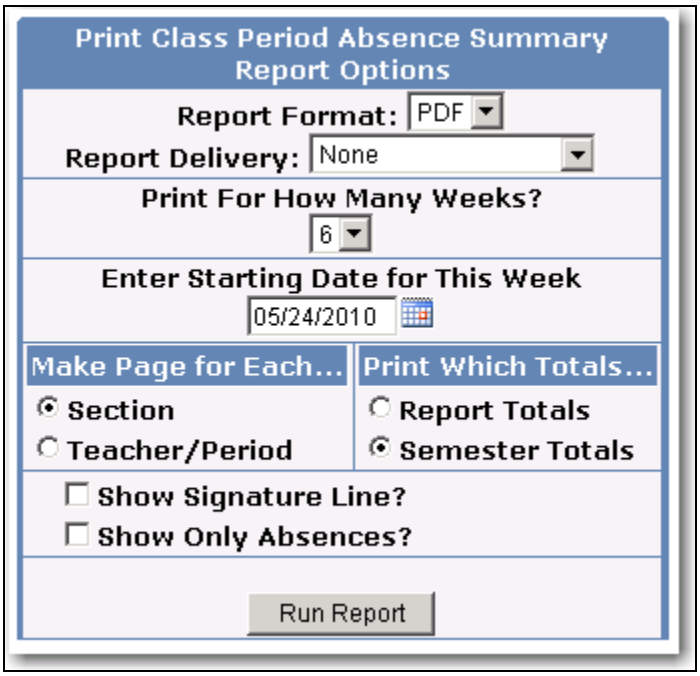
Teacher: **Acosta** Room: **E2**

Period	Section	Course Title	STU#	Student Name	Sex	Grade	Telephone	0123456789
1	1020	English 9 CP	190	Bennett, CarissaL.	F	9	(777) 555-3608	+++++++---
			577	Downing, MicheleC.	F	9	(777) 555-3959	-T++++----
			661	Falls, DustinL.	M	9	(777) 555-1304	++++++T---
			877	Gutierrez, Christopher	M	9	(777) 555-5665	-++T+T----
			960	Hernandez-Gomez, Sar	F	9	(777) 555-0349	-T++++----
			1058	Jauregui, CatherineE.	F	9	(777) 555-2934	-T++++----
			1762	Reomales, Guillermo	M	9	(777) 555-3229	++++++----
			2011	Spencer, JodyE.	F	9	(777) 555-1201	-T++++----
2	2017	English 9 CP	33	Alegria, AliceL.	F	9	(777) 555-0953	-++++T+---
			657	Ewan, ThomasJ.	M	9	(777) 555-2837	+I++++----
			821	Gonzalez, Carlos	M	9	(777) 555-9655	+++++++---
			1149	Kuns, JarrettR.	M	9	(777) 555-6126	-IIIII----
			1503	Mundt, NelsonD.	M	9	(777) 555-0841	-T++++----

CLASS PERIOD ABSENCE SUMMERY

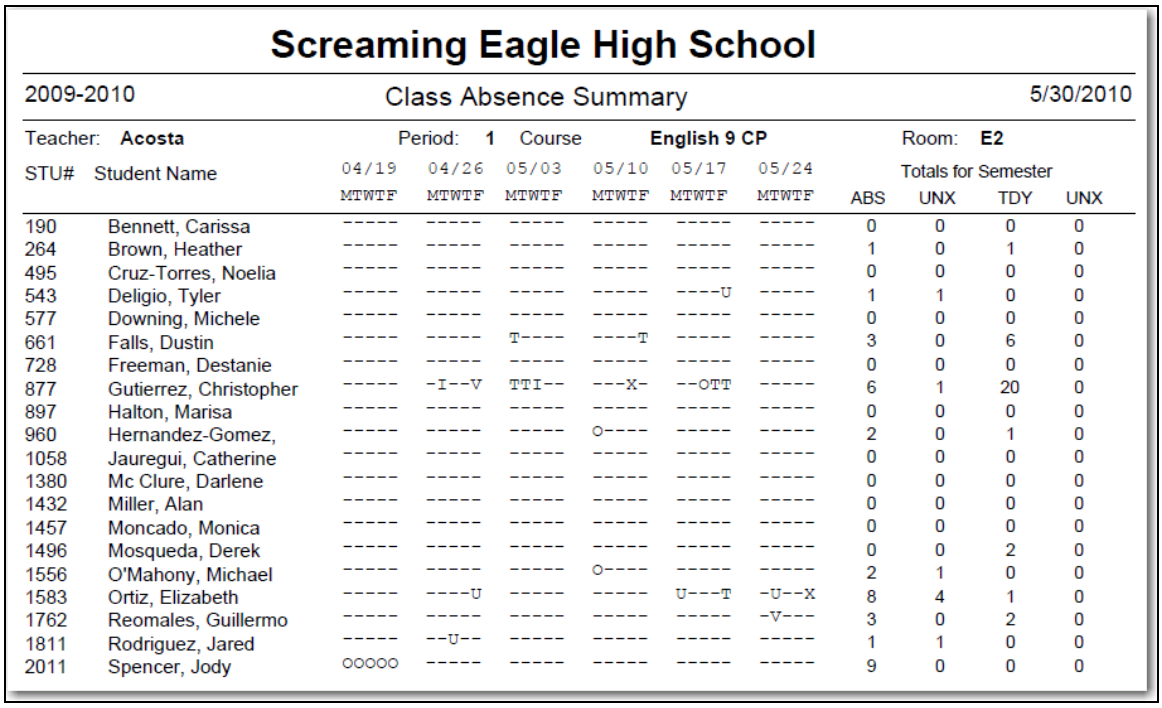
The **Class Period Absence Summary** report prints a listing by teacher/period or section of all students currently enrolled in that class. This report includes their student number and name, and past attendance from 1-6 weeks ending with the current week with totals for the semester.

From the **Attendance** navigation tree click the mouse on the **Report** node. After selecting **Class Period Absence Summary** the following selection box will display. The default will be to print totals for the last six weeks and print a page for each section.



Enter the number of weeks this report will calculate absences to print. Click the mouse on the circle to the left of the options to be selected. Click the mouse on the **Run Report** button.

The following is an example of the **Class Absence Summary** report generated.



Screaming Eagle High School

2009-2010 — Class Absence Summary — 5/30/2010

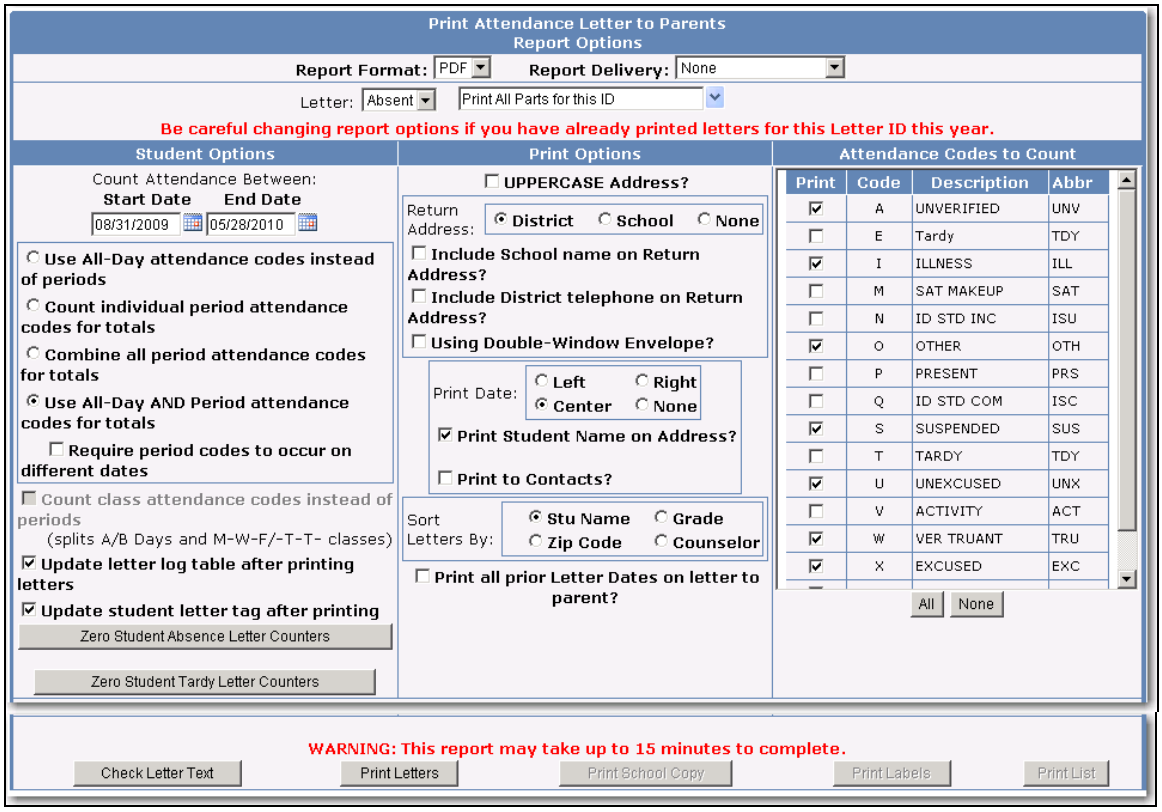
Teacher: **Acosta** Period: **1** Course **English 9 CP** Room: **E2**

STU#	Student Name	04/19 MTWTF	04/26 MTWTF	05/03 MTWTF	05/10 MTWTF	05/17 MTWTF	05/24 MTWTF	Totals for Semester ABS	UNX	TDY	UNX
190	Bennett, Carissa	-----	-----	-----	-----	-----	-----	0	0	0	0
264	Brown, Heather	-----	-----	-----	-----	-----	-----	1	0	1	0
495	Cruz-Torres, Noelia	-----	-----	-----	-----	-----	-----	0	0	0	0
543	Deligio, Tyler	-----	-----	-----	-----	----U	-----	1	1	0	0
577	Downing, Michele	-----	-----	-----	-----	-----	-----	0	0	0	0
661	Falls, Dustin	-----	-----	T----	----T	-----	-----	3	0	6	0
728	Freeman, Destanie	-----	-----	-----	-----	-----	-----	0	0	0	0
877	Gutierrez, Christopher	-----	-I--V	TTI--	---X-	--OTT	-----	6	1	20	0
897	Halton, Marisa	-----	-----	-----	-----	-----	-----	0	0	0	0
960	Hernandez-Gomez,	-----	-----	-----	O----	-----	-----	2	0	1	0
1058	Jauregui, Catherine	-----	-----	-----	-----	-----	-----	0	0	0	0
1380	Mc Clure, Darlene	-----	-----	-----	-----	-----	-----	0	0	0	0
1432	Miller, Alan	-----	-----	-----	-----	-----	-----	0	0	0	0
1457	Moncado, Monica	-----	-----	-----	-----	-----	-----	0	0	0	0
1496	Mosqueda, Derek	-----	-----	-----	-----	-----	-----	0	0	2	0
1556	O'Mahony, Michael	-----	-----	-----	O----	-----	-----	2	1	0	0
1583	Ortiz, Elizabeth	-----	----U	-----	-----	U---T	-U--X	8	4	1	0
1762	Reomales, Guillermo	-----	-----	-----	-----	-----	-V---	3	0	2	0
1811	Rodriguez, Jared	-----	--U--	-----	-----	-----	-----	1	1	0	0
2011	Spencer, Jody	OOOOO	-----	-----	-----	-----	-----	9	0	0	0

PRINT LETTERS TO PARENTS

The **Print Letters to Parents** will generate attendance letters to be sent to parents informing them of their child's excessive absences and/or tardies. A sequence of letters can be created and will be generated according to the number of absences. The school must first create their own unique letters to parents in the **Letter Editor**.

The **Absence and Tardy Letter Text Editor** form is used to prepare these letters and can be reviewed using the **Check Letter Text** option. For more information see the following documentation for **Absence and Tardy Letter Text Editor**.

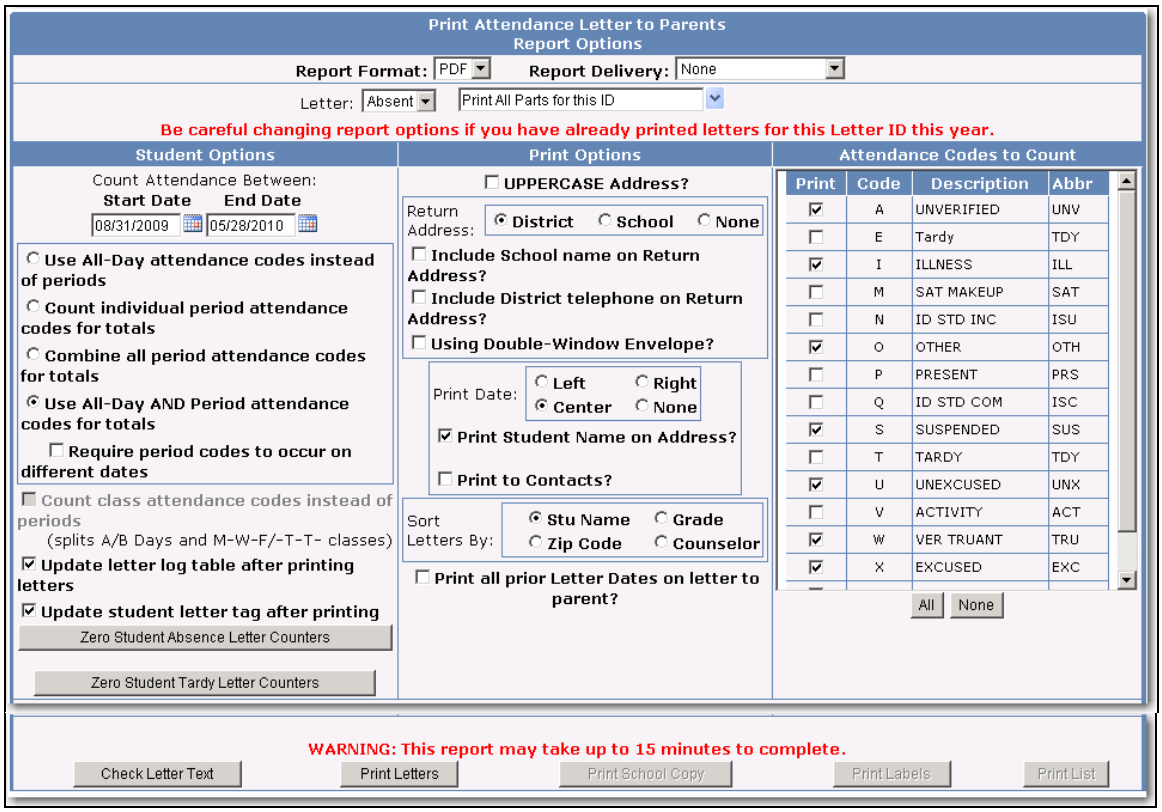


At the top of the form a selection can be made next to **Letter** for the **Absent** or **Tardy** letter to be generated. The part selected determines the letter that will generated for the letter type.

Under **Student Options**, the date range and the use of either periods or daily code is selected. A count of absences can be made for a selected date range. The date can be entered in the **Count Attendance Between** fields.

The two check boxes determine if the letters will be logged in the **Letter Log File** and/or if the student's letter tag will be updated.

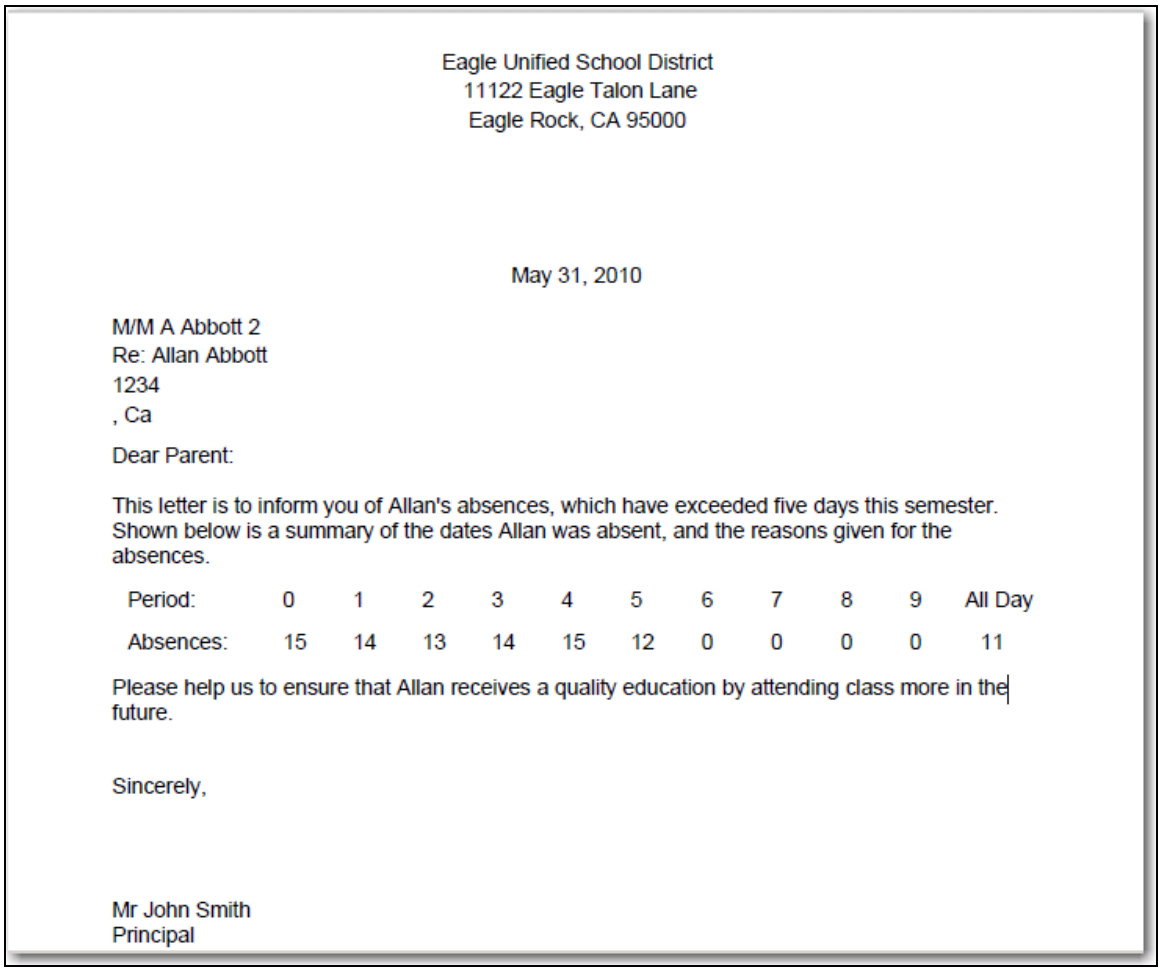
The **Zero All Letter Counters** will reset the letter counters for all students. After the letter counters are reset and this option is re-run all students will receive a letter meeting the number of absences regardless if they previously received a letter. Various **Print Options** are available.



The right side displays the **Absence Codes** to be counted towards the letter selected. To deselect a code click the mouse on the **Print** box.

After all selections are made click the mouse on **Print Letters** button. The letters will be generated and will be addressed to both students' parents and to students' contacts if tagged to receive copies of all mail.

The following is an example of an **Absence Letter to a Parent** using All Day and Period Attendance codes.



Eagle Unified School District
11122 Eagle Talon Lane
Eagle Rock, CA 95000

May 31, 2010

M/M A Abbott 2
Re: Allan Abbott
1234
, Ca

Dear Parent:

This letter is to inform you of Allan's absences, which have exceeded five days this semester. Shown below is a summary of the dates Allan was absent, and the reasons given for the absences.

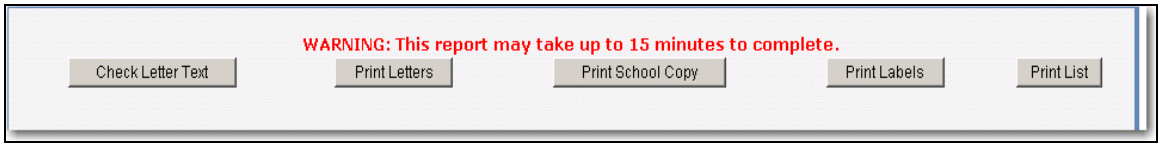
Period:	0	1	2	3	4	5	6	7	8	9	All Day
Absences:	15	14	13	14	15	12	0	0	0	0	11

Please help us to ensure that Allan receives a quality education by attending class more in the future.

Sincerely,

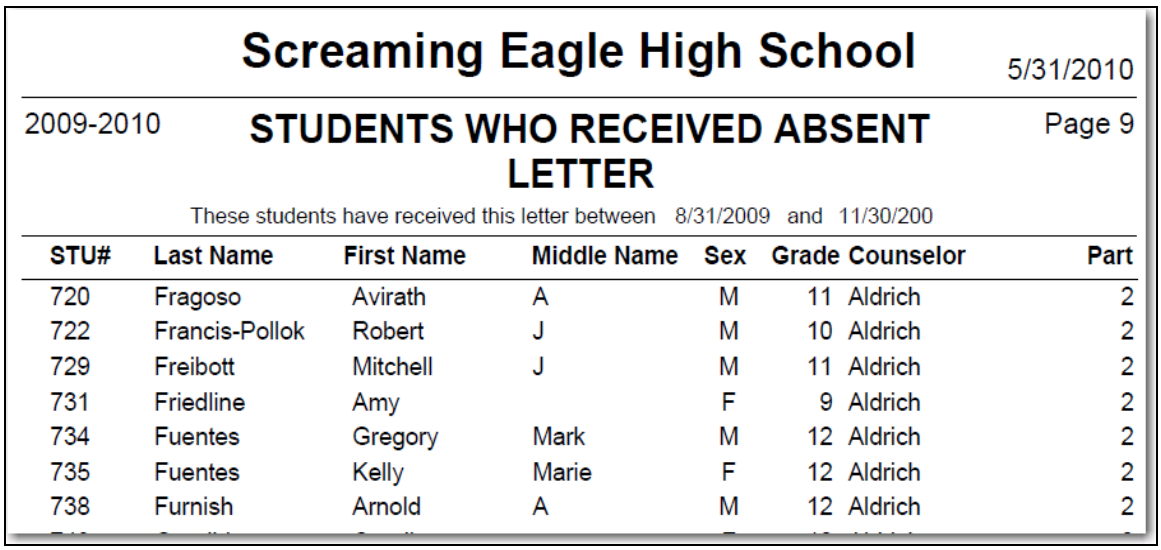
Mr John Smith
Principal

After the Letters have been generated the **Print Buttons** at the bottom of the form will be accessible. **These options must be done immediately after letters are printed**.



A copy of all letters can be printed by clicking the mouse on the **Print School Copy** button. A set of mailing labels can be generated for all students receiving letters by clicking the mouse on **Print Labels** and a list of students who have received a letter can be generated by clicking the mouse on **Print List**.

The following is an example of a **Print List** report.



Screaming Eagle High School 5/31/2010

2009-2010 **STUDENTS WHO RECEIVED ABSENT LETTER** Page 9

These students have received this letter between 8/31/2009 and 11/30/200

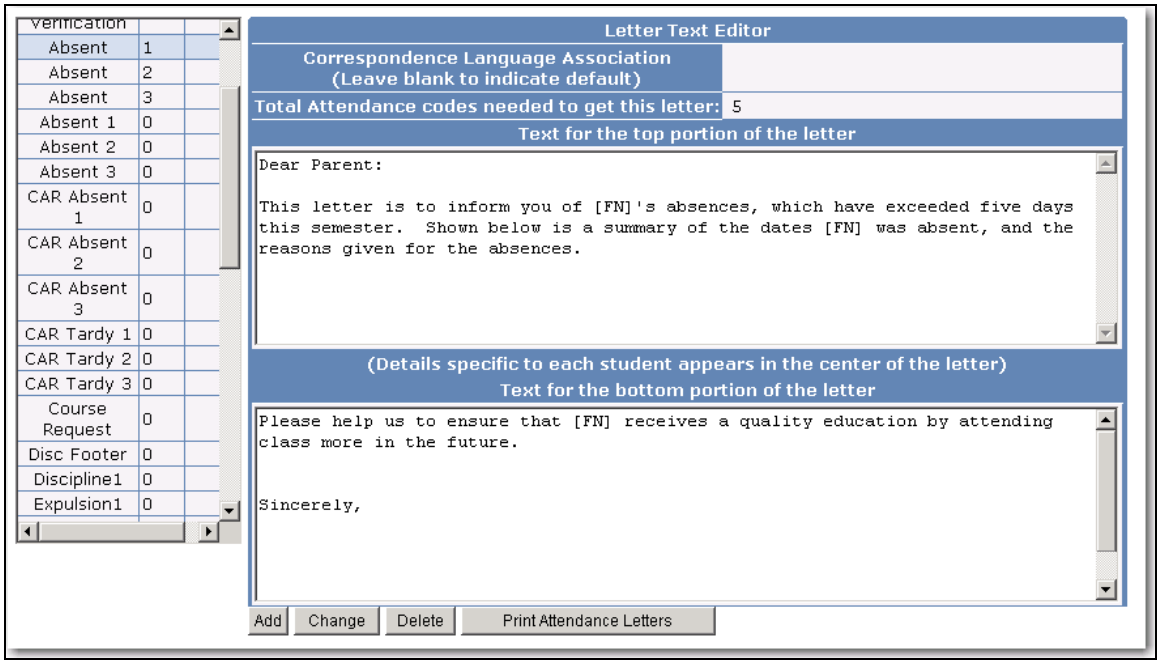
STU#	Last Name	First Name	Middle Name	Sex	Grade	Counselor	Part
720	Fragoso	Avirath	A	M	11	Aldrich	2
722	Francis-Pollok	Robert	J	M	10	Aldrich	2
729	Freibott	Mitchell	J	M	11	Aldrich	2
731	Friedline	Amy		F	9	Aldrich	2
734	Fuentes	Gregory	Mark	M	12	Aldrich	2
735	Fuentes	Kelly	Marie	F	12	Aldrich	2
738	Furnish	Arnold	A	M	12	Aldrich	2

ABSENCE AND TARDY LETTER TEXT EDITOR

The **Absence and Tardy Letter Text Editor** is a form used to setup absent letters. This form is also used to setup the number of absences or tardies needed to generate letters to parents/guardians.

The first absence letter is setup as Absent 1 and is usually generated when a student has five or more absences during the current semester. The second letter is Absent 2 and is usually generated after ten or more absences and the third Absent 3 after fifteen or more absences.

Before letters can be generated, the school must create the text for the letters. The following form is used to input the text for each absence letter or tardy letter and the **Total Attendance Codes needed to get this letter**.


Verification
Absent 1
Absent 2
Absent 3
Absent 1 0
Absent 2 0
Absent 3 0
CAR Absent 1 0
CAR Absent 2 0
CAR Absent 3 0
CAR Tardy 1 0
CAR Tardy 2 0
CAR Tardy 3 0
Course Request 0
Disc Footer 0
Discipline1 0
Expulsion1 0
Letter Text Editor
Correspondence Language Association (Leave blank to indicate default)
Total Attendance codes needed to get this letter: 5
Text for the top portion of the letter
Dear Parent:
This letter is to inform you of [FN]'s absences, which have exceeded five days this semester. Shown below is a summary of the dates [FN] was absent, and the reasons given for the absences.
(Details specific to each student appears in the center of the letter)
Text for the bottom portion of the letter
Please help us to ensure that [FN] receives a quality education by attending class more in the future.
Sincerely,
Add
Change
Delete
Print Attendance Letters

Each student record has two fields that stores the number of the most recent letter sent, one field for the absence letter, and one for the tardy letter. Each student starts the year with a zero in each field and these fields are updated after each letter is printed.

Sample letters are created in ***Aeries.net*** for three absences and three tardies. The first absence letter is displayed above. The title of the letter is critical, since it is used to generate the letters. The absence letters are named Absent with parts 1, 2, and 3. The tardy letters are named Tardy with parts 1, 2, and 3. The total number of absences or tardies needed to generate each letter is also entered and defaults are 5, 10, and 15.

The **Home Language Association** can also be set for a letter in a different language. Letters can then be printed in different languages according to a student's Home Language.

Letters in other languages must start with the base name of "Absent", "Tardy", etc but can end with anything such as "Spanish" for a final letter name of "**Absent - Spanish**". There should always be a default letter whose home language association is blank. Nothing needs to be done for these letters to print. They will automatically be printed for students whose Home Language matches the **Home Language Association** for the letter. All students who do not match will receive the default letter.

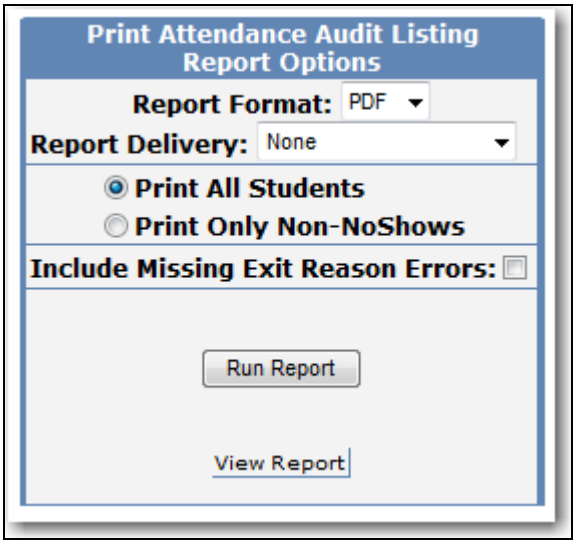
When the letters are printed, a heading is automatically created with the school name, address, city, etc., and the date at the top, and the parent/guardian name, address, city, state, and zip code.

The remainder of the letter must be setup starting with a greeting; e.g.: **Dear Parent**. The following fields can be used to pull data from the STU table and place them into the letter text.

[FN] - insert the student's first name.
[PG] -insert Parent Guardian
[HE/SHE], [HIS/HER], [HIM/HER] - insert according student gender
[SX] – insert gender
[BD] – insert Birthdate
[GR] – insert Grade
[LN] – insert Last Name
[MN] – insert Middle Name
[CU] – insert Counselor/Teacher Number

ATTENDANCE AUDIT LISTING

The **Attendance Audit Listing** will print errors between the student record and the enrollment record. It can also include **Missing Exit Reason codes**. The following selection box will display with the options to **Print ALL Students**, **Print Only Non No Shows** and include **Missing Exit Reason Errors**.



Select whether or not you want to **Print ONLY Non-No Shows** and include **Missing Exit Reason Errors**. Click the mouse on the **Run Report** button. The following report will be generated.

Screaming Eagle High School 5/24/2010

2009-2010 **ATTENDANCE AUDIT LISTING** Page 1

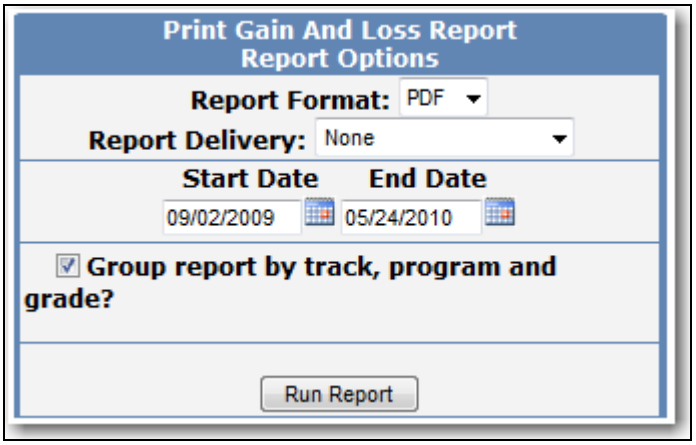
Stu#	Student Name	Status	Grd	Prog	Error
4	Abdo, Arnold		10		Student has mismatch between grade in Student and Attendance grade of 11
9	Abrahamson, Arnold	N	11		Student has no attendance enrollment data and/or no summer withdrawal reason
11	Abrego, Ivette		8		Student has no attendance enrollment data and/or no summer withdrawal reason
23	Aguilar-Lopez, Kristi	I	11		Student Enrolled in Attendance but has no classes: 09/02/2009
31	Albert, Alison		8		Student has no attendance enrollment data and/or no summer withdrawal reason

GAIN AND LOSS REPORT

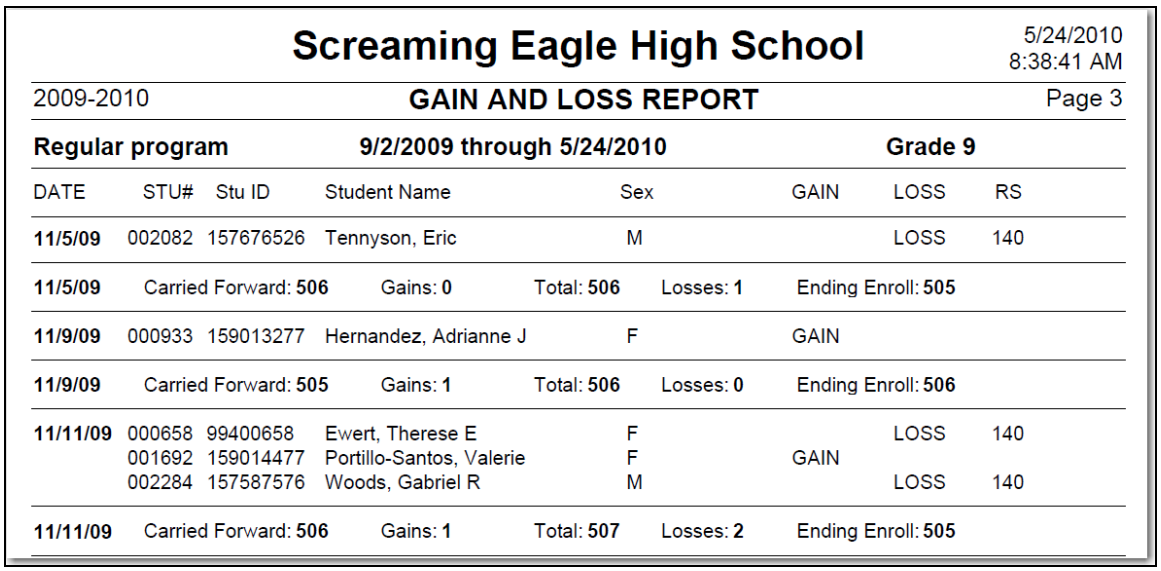
The **Gain and Loss Report** prints all students who have entered and left school, changed teacher, grade, special program or track during the current school year. This report is useful in providing the figures on the monthly attendance summary, such as the **Carried Forward** total. It also gives an accurate listing of how many students are currently in each program and grade level and which students have just entered or left school.

From the **Attendance Navigation** tree click the mouse on the **Report** node. Click the mouse on **Gain and Loss Report**.

Enter the **Starting** and **Ending** dates for the report. The report can be grouped by track, program and grade. Click the mouse on the **Run Report** button.



The report will print the date, student number, name and sex for each student who enters or leaves the grade and program. It also prints the cumulative total of students carried forward, gains, losses, and ending enrollment for each day.



Screaming Eagle High School 5/24/2010 8:38:41 AM

2009-2010 **GAIN AND LOSS REPORT** Page 3

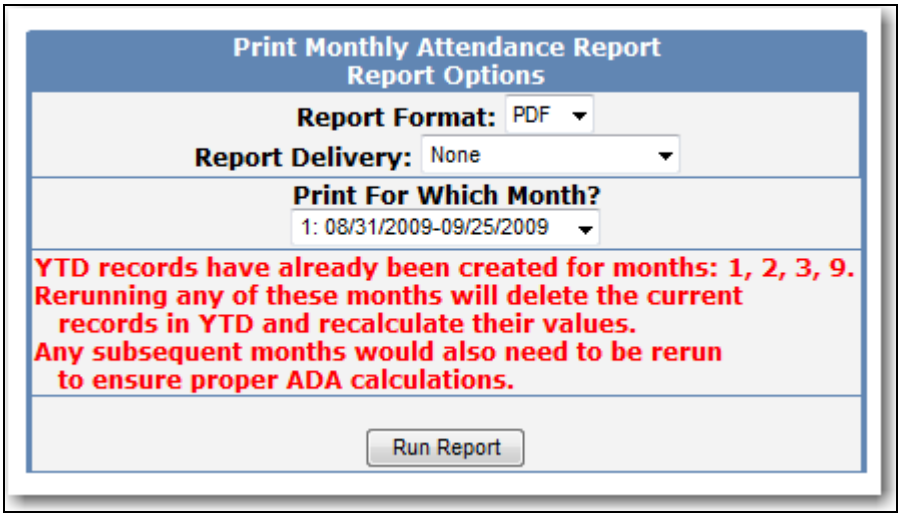
Regular program **9/2/2009 through 5/24/2010** **Grade 9**

DATE	STU#	Stu ID	Student Name	Sex	GAIN	LOSS	RS
11/5/09	002082	157676526	Tennyson, Eric	M		LOSS	140
11/5/09	Carried Forward: **506**	Gains: **0**	Total: **506**	Losses: **1**	Ending Enroll: **505**		
11/9/09	000933	159013277	Hernandez, Adrianne J	F	GAIN		
11/9/09	Carried Forward: **505**	Gains: **1**	Total: **506**	Losses: **0**	Ending Enroll: **506**		
11/11/09	000658	99400658	Ewert, Therese E	F		LOSS	140
	001692	159014477	Portillo-Santos, Valerie	F	GAIN		
	002284	157587576	Woods, Gabriel R	M		LOSS	140
11/11/09	Carried Forward: **506**	Gains: **1**	Total: **507**	Losses: **2**	Ending Enroll: **505**		

MONTHLY ATTENDANCE REPORT

The **Monthly Attendance Report** generates a monthly report of student's attendance alphabetically in order by grade, program, and track. From the **Attendance** navigation tree click the mouse on the **Report** node. Click the mouse on **Monthly Attendance Report**.

The **Print for Which Month** will display the current attendance month. A temporary work table will be created and will update the YTD table. All prior months should display that YTD Records have been created. If any prior months are re-run any subsequent month would also need to be rerun. To generate the report click the mouse on the **Run Report** button.


Print Monthly Attendance Report
Report Options
Report Format: PDF
Report Delivery: None
Print For Which Month?
1: 08/31/2009-09/25/2009
YTD records have already been created for months: 1, 2, 3, 9.
Rerunning any of these months will delete the current records in YTD and recalculate their values.
Any subsequent months would also need to be rerun to ensure proper ADA calculations.
Run Report

The report will list each student's attendance for every day during the attendance month selected. It also displays the total not enrolled, non-apportionment absent and apportionment days for each student, with totals at the end of each grade.

Screaming Eagle High School 5/24/2010 8:40 AM

2009-2010 **MONTHLY ATTENDANCE REPORT** Page 3

Month 1 - From 8/31/2009 Through 9/25/2009 **Grade 9**

Regular Program

STU#	Student Name	08/31 MON	09/01 TUE	09/02 WED	09/03 THU	09/04 FRI	09/07 MON	09/08 TUE	09/09 WED	09/10 THU	09/11 FRI	09/14 MON	09/15 TUE	09/16 WED	09/17 THU	09/18 FRI	09/21 MON	09/22 TUE	09/23 WED	09/24 THU	09/25 FRI	Not Enrolled	NonAppr Abs	Appor Abs	Total Apport
000339+	Casaya, Coleman	HOL	HOL	---	---	---	HOL	---	---	---	---	---	---	---	ILL	---	---	EXC	---	---	---	0	2	0	15
000340+	Casaya, Kristen J.	HOL	HOL	---	---	---	HOL	ILL	---	---	---	---	---	---	---	---	---	---	ILL	---	ILL	0	3	0	14
000341+	Case, Jesse R.	HOL	HOL	---	---	---	HOL	---	---	---	TRU	---	---	---	---	---	---	---	---	---	---	0	1	0	16
000342+	Case, Matthew A.	HOL	HOL	---	---	---	HOL	---	---	---	---	---	---	---	---	---	---	ILL	---	---	---	0	1	0	16
000349+	Castillo, Jennifer	HOL	HOL	---	---	---	HOL	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	17
000356+	Castro, Cynthia L.	HOL	HOL	---	---	---	HOL	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	17
000361+	Castro, Jason	HOL	HOL	---	---	---	HOL	---	---	---	---	ILL	---	---	---	---	ILL	---	---	---	---	0	2	0	15
000366+	Cayot, Alberto H.	HOL	HOL	---	---	---	HOL	---	---	---	---	---	---	ILL	---	---	ILL	---	---	---	---	0	2	0	15
000370+	Ceniceros, Amy M.	HOL	HOL	---	---	---	HOL	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	17
000372+	Cervantes, Joel M.	HOL	HOL	---	---	---	HOL	---	EXC	---	---	ILL	ILL	---	---	---	ILL	UNX	---	---	---	0	5	0	12
000376+	Cervantes, Taryn N.	HOL	HOL	---	---	---	HOL	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	17
000379+	Chacon, Paul M.	HOL	HOL	---	---	---	HOL	---	---	---	---	---	ILL	---	---	---	---	---	---	---	---	0	1	0	16
000382+	Chan, Marco	HOL	HOL	---	---	---	HOL	---	---	---	---	---	---	---	---	---	---	---	---	---	---	0	0	0	17

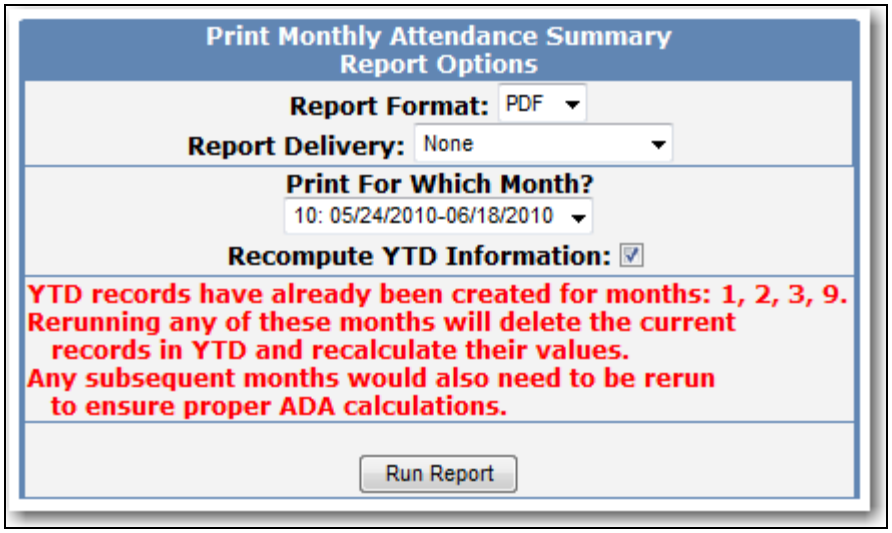
MONTHLY ATTENDANCE SUMMARY

The **Monthly Attendance Summary** generates a summary of the attendance for the month selected and includes total attendance by grade, program and track. The report is printed from the records in the YTD (year-to-date) table with the following totals.

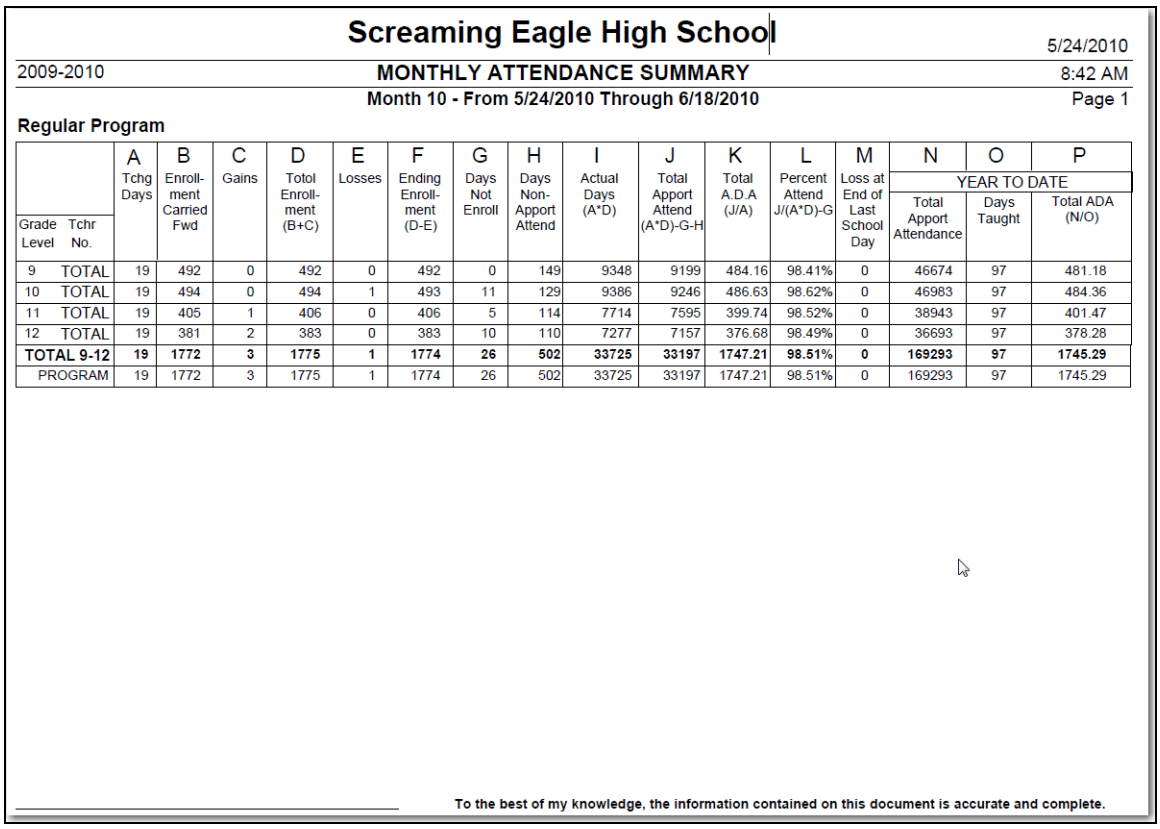
- **Days Taught -** Calculated from the attendance calendar and may vary by track in multi-track schools.
- **Enrollment Carried Forward** - Students enrolled at the end of the preceding month.
- **Gains** - Students who entered the school during the current month.
- **Total Enrollment - Enrollment Carried Forward** plus gains.
- **Losses** - Students who left during the current month.
- **Ending Enrollment** -**Total Enrollment** minus **Losses** and carried forward to the next month.
- **Days Not Enrolled** - Total days students were not enrolled in this class, grade, program, and track.
- **Days Non-Apportionment Attendance** - Total days of unexcused absences.
- **Days Apportionment Absence** - Total days of excused absences.
- **Total Actual Attendance** – **Days Taught** times **Total Enrollment** minus **Days Enrolled** minus **Days Non Apportionment Attendance** minus **Days Apportionment Absent**
- **Total Apportionment Attendance** - **Days Taught** times **Total Enrollment**, minus **Days Not Enrolled**, minus **Days of Non-Apportionment Attendance**.
- **Total Average Daily Attendance** - **Total Apportionment Attendance** divided by days of **Total Enrollment**.
- **Year-to-date Total Apportionment** - **Days Taught**, and **Total ADA**.

From the **Attendance** navigation tree click the mouse on the **Reports** node. Select the **Monthly Attendance Summary Report**.

The **Print for Which Month** will display the current attendance month. A temporary work table will be created and will update the YTD table. All prior months should display that YTD Records have been created. If any prior months are re-run any subsequent month would also need to be rerun. To generate the report click the mouse on the **Run Report** button.


Print Monthly Attendance Summary
Report Options
Report Format: PDF
Report Delivery: None
Print For Which Month?
10: 05/24/2010-06/18/2010
Recompute YTD Information:
YTD records have already been created for months: 1, 2, 3, 9.
Rerunning any of these months will delete the current
records in YTD and recalculate their values.
Any subsequent months would also need to be rerun
to ensure proper ADA calculations.
Run Report

The following is an example of the **Monthly Attendance Summary**.



Screaming Eagle High School 5/24/2010

2009-2010 **MONTHLY ATTENDANCE SUMMARY** 8:42 AM

Month 10 - From 5/24/2010 Through 6/18/2010 Page 1

Regular Program

Grade Level	Tchr No.	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Totol Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A (J/A)	L Percent Attend J/(A*D)-G	M Loss at End of Last School Day	N YEAR TO DATE Total Apport Attendance	O YEAR TO DATE Days Taught	P YEAR TO DATE Total ADA (N/O)
9	TOTAL	19	492	0	492	0	492	0	149	9348	9199	484.16	98.41%	0	46674	97	481.18
10	TOTAL	19	494	0	494	1	493	11	129	9386	9246	486.63	98.62%	0	46983	97	484.36
11	TOTAL	19	405	1	406	0	406	5	114	7714	7595	399.74	98.52%	0	38943	97	401.47
12	TOTAL	19	381	2	383	0	383	10	110	7277	7157	376.68	98.49%	0	36693	97	378.28
TOTAL 9-12		**19**	**1772**	**3**	**1775**	**1**	**1774**	**26**	**502**	**33725**	**33197**	**1747.21**	**98.51%**	**0**	**169293**	**97**	**1745.29**
PROGRAM		19	1772	3	1775	1	1774	26	502	33725	33197	1747.21	98.51%	0	169293	97	1745.29

To the best of my knowledge, the information contained on this document is accurate and complete.